

SHALER AREA SCHOOL DISTRICT

POLICY 715

SECTION: PROPERTY
 TITLE: USE OF FAX MACHINES
 ADOPTED: July 13, 1998
 REVISED:

715. USE OF FAX MACHINES

1. Purpose FAX communications allow for instant communication similar to telephone conversations and also create a permanent record.
2. Authority FAX transmissions may be considered public documents and as such must be treated accordingly. Verification of authenticity, security of handling, time and place of receipt and use of such documents are of utmost concern to the Board.
3. Responsibility The Superintendent shall designate the employee(s) responsible for sending and receiving FAX communications in order to ensure that the information reaches its intended destination and remains confidential.

All FAX messages shall be properly logged and stored. If FAX messages are received on thermal paper, the message shall be copied onto regular bond paper since thermal paper is not as sturdy and can easily be destroyed when exposed to heat.

All FAX messages shall be accompanied by a transmittal sheet which includes the school district's name, cautions a "confidential notice" that it is intended to be privileged and confidential, and is intended for the use of the individual or entity named on the transmittal sheet.