

MORRISVILLE BOROUGH SCHOOL DISTRICT

SECTION: PROPERTY

TITLE: USE OF FAX MACHINES

ADOPTED: November 14, 2007

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. Delegation of Responsibility	<p>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.</p> <p>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.</p>