

CAPITAL AREA SCHOOL FOR THE ARTS CHARTER SCHOOL

SECTION: PROPERTY

TITLE: USE OF FAX MACHINES

ADOPTED: 5/12/2014

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, secure handling, time and place of receipt, and use of FAX documents are of utmost concern to the Board.
3. Delegation of Responsibility	The Superintendent or designee shall designate the employees responsible for sending and receiving FAX communications in order to ensure that information reaches its intended destination and remains confidential.
4. Guidelines	<p>All FAX messages shall be properly logged and stored.</p> <p>All FAX messages sent shall be accompanied by a transmittal sheet that includes the school district's name and cautions that it is intended to be privileged and confidential and for the use of the individual or entity named on the transmittal sheet</p>