

# ALLENTOWN SCHOOL DISTRICT

SECTION: PROPERTY

TITLE: USE OF FAX MACHINES

ADOPTED: 2/22/99

REVISED:

715. USE OF FAX MACHINES	
1. Purpose	FAX communications allow for instant communication similar to telephone conversations, and they permit the creation of a permanent record.
2. Authority	FAX transmissions may be considered public documents; therefore, they must be treated accordingly. Consideration shall be given to the security of the handling of any FAX transmission; including the assurance of confidentiality and the receipt by authorized personnel.
3. Responsibility	<p>District administrators, their secretarial support personnel, and those employees authorized by district administrators are 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 to be retained shall be properly logged and stored. If FAX messages to be retained 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.</p> <p>All FAX messages sent shall be accompanied by a transmittal sheet which includes the school district's name, the name of the sender(s), the name of the recipient(s), and which cautions via 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> <p>As noted in Policy 710, Use of Facilities and Equipment by Staff, personal use of FAX communications by district personnel is prohibited.</p>