

Palmyra Area School District

SECTION: PROPERTY

TITLE: USE OF FAX MACHINES

ADOPTED: November 9, 1995

REVISED: August 11, 2005

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 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.

108. ADOPTION OF TEXTBOOKS – Pg. 2
