



Section: PROPERTY
 Title: USE OF FAX MACHINES
 Adopted: September 16, 1997
 Revised: August 21, 2007

	712. USE OF FAX MACHINES	
<p>1. Purpose</p> <p>2. Authority</p> <p>3. Delegation of Responsibility</p>	<p>FAX communications allow for instant communication and also create a permanent record.</p> <p>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 Joint Operating Committee.</p> <p>The Administrative Director 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'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>	

