

Policy 701.24

FINANCIAL

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Use of School Fax Machines

The School District approves the use of school Fax Machines for personal reasons by staff during non-educational times. Non-educational times are before or after classes begin, during designated lunch hour, or during designated planning times.

Staff members may use the fax machines to send to any toll free number for personal business. Staff members who use the fax machine for personal reasons to non-toll free numbers must fill out the Fax Utilization Form and pay the building secretary the amount indicated per minute as stipulated on the transmission verification report or log of transmission. This report automatically prints after sending a fax.

The Superintendent will notify staff members on the amount to be charged per minute upon request. Charges for nominal use time may be waived.

Adopted: January 12, 2004  
Revised: January 11, 2016

