

## **Electronic Distribution of Documents Policy Maplewood K-8 PCEP**

The PCEP Board supports and encourages electronic distribution of documents to parents as more cost-effective and efficient than paper distribution. Distribution may be through e-mail or by posting on a PCEP web site. Examples of documents that may be delivered electronically include:

- PCEP Newsletter
- Board and Parent meeting agendas and minutes
- Treasurer's Report
- Event Calendar
- Parent Handbook

The Maplewood Parent Directory may **not** be distributed electronically.

Parents are not obligated to receive documents electronically. Paper copies of all documents shall be made available on request.

### **PCEP Parent website**

Maintaining the privacy and security of Maplewood students and their families is of the utmost concern. Electronic distribution of documents must be done in a way that does not compromise privacy and security. Any documents containing personal information that are published on a PCEP web site must be protected by a password.

The documents are for the exclusive use of the Maplewood community and are not to be distributed or re-published (e.g., by e-mail, placing on an unprotected file server or web site) without the permission of the Executive Committee.

The Executive Committee shall designate an individual (or committee) to maintain the PCEP web site. This person shall

- take reasonable precautions to ensure that information on the PCEP web site cannot be accessed or altered by unauthorized individuals;
- change the password on an annual (or more frequent, as needed) basis;
- make timely updates to content on the web site; under the direction of the Executive Committee.

### **PCEP Newsletter Editor**

**Deleted: Monthly**

The Newsletter Editor shall maintain the master e-mail list of PCEP families. Only this person may send e-mail to the full list. Parents wishing to have an e-mail sent to the full list must get the permission of the Executive Committee or their designee.

### **Classroom communication**

If a parent has the need for an all-class email, it must be approved and sent from the teacher or the parent coordinator.

Only approved communications may be sent via electronic mail or sent home through the classroom "mailbox" or "backpack" system. Approved communications include classroom newsletters and teacher communications, school and PCEP Board newsletters and information, District information, District approved flyers regarding events and/or opportunities for children and families, all school and Parent Coordinator communications. If in doubt, ask the teacher or inquire in the school office.

Promotional information of a business, political or religious type, advertisements, or "for sale" ads, and party invitations are not appropriate and may not be displayed at school or go home through the backpack system.