



### **USE OF ELECTRONIC MAIL ADDRESSES**

UPCS may gather electronic mail (“email”) addresses from parents/guardians for use by UPCS and designated room parents for purposes of notifying parents/guardians of pertinent Charter School information. The provision of an email address by a parent/guardian to UPCS is optional.

UPCS and its employees and the Board President will have access to email addresses gathered from parents/guardians for purposes of communicating official Charter School business only. School-wide email communication will be executed in a manner which prevents recipients from viewing the email addresses of other parent/guardian recipients.

Email addresses that are provided by parents/guardians to UPCS shall be shared with the designated “room parent(s)” for the specific classroom to which their child is assigned. “Room parent(s)” for purpose of this Board Policy are defined as the parent(s) or guardian(s) who has volunteered for the position and then been designated by the teacher responsible for communication with parents/guardians on matters pertinent to the classroom.

The room parent may only utilize the email list for purpose of communicating with parents/guardians on matters pertinent to their designated classroom as requested by the teacher, or Executive Director or designee. Designated room parents may only use email addresses in a manner which prevents recipients from viewing the email addresses of other parents/guardians. If a room parent needs assistance, UPCS will assist room parents in creating appropriate group lists for this purpose.

A parent/guardian who does not wish to have his or her email address shared with UPCS and/or the designated room parent can either (a) choose not to provide an email address to UPCS (at risk of not receiving School-wide communication via email); or (b) notify UPCS in writing of the parent/guardian’s objection at any time during a school year.

If a parent/guardian receives a communication that he or she believes is contrary to this Board Policy, the parent/guardian may report the email to the Executive Director or designee for

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**Adopted/Ratified: 10/13/10**

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## Board Policy: Community Relations # 107

investigation and resolution. The Executive Director or designee shall report the results of any such investigation to the Board who may reopen the investigation if the Board does not believe the matter was appropriately resolved.

This Board Policy is not intended to and should not prevent free communication amongst parents/guardians or Charter School employees who have willingly provided one another with email addresses. UPCS encourages parent/guardians who have received email communication with which they feel uncomfortable or which they find objectionable to communicate directly to the sender for resolution.

This Board Policy shall not impact parent rights as provided under Board Policy #501 regarding Directory Information.

The Board hereby directs that parents/guardians be notified of this policy annually.

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