

OXFORD PREPARATORY ACADEMY

Use of Electronic Mail Addresses

Board Policy #2013-003

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

The School, its employees, and the Executive Director will have access to email addresses gathered from parents/guardians for purposes of communicating official 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.

The School will provide email addresses to the President of the Parent Organization for use by the Parent Organization. Parent Organization may only use email addresses gathered from parents/guardians for official Parent Organization business and in accordance with Parent Organization policies and procedures and 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 the School 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. Designated room parents may only use email addresses in a manner which prevents recipients from viewing the email addresses of other parent/guardian recipients. If a room parent needs assistance, the School will assist room parents in creating appropriate group lists for this purpose.

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 Parent Organization, the Professors, or Chancellor. 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, the School will assist room parents in creating appropriate group lists for this purpose.

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

If a parent/guardian receives a communication that they believe is contrary to this Board Policy, the parent/guardian may report the email to the Chancellor for investigation and resolution. The Chancellor shall report the results of any such investigation to the Executive Director who may reopen the investigation if the Executive Director does not believe the matter was appropriately resolved.

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This Board Policy is not intended to and should not prevent free communication amongst parents/guardians or School employees who have willingly provided one another with email addresses. The School 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 #2013-003 regarding Directory Information.

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

Adopted: July 30, 2013