

TOWNSHIP OF BYRAM BOARD OF EDUCATION
12 Mansfield Drive - Stanhope, New Jersey 07874

September 9, 2011

Dear Parents/Guardians:

The Byram Township School District has established an E-mail system that can serve as a convenient method of communicating between the home and the schools. The Byram Board of Education has directed that guidelines for its use be established and shared with the community.

The guidelines for acceptable use of the Byram Schools' E-mail system is as follows:

In using the district's E-mail system to communicate with the staff, parents / guardians will:

1. Refrain from communicating sensitive or confidential information to the school. This type of information should only be shared in a parent conference.
2. Refrain from sending any E-mail form of permission when written permission is required. It cannot be accepted.
3. Expect a reply within one school day.
4. Remember that time sensitive messages may better be sent in hard copy.
5. Recognize that even the most reliable networks are subject to failure. When in doubt follow up with a hand written note.
6. All communication via district E-mail shall be for school related purposes only.

The use of the district E-mail system to engage in any communications that violate federal, state, local, or district code, policy or regulation is strictly prohibited.

You will find a listing of the e-mail addresses for the teaching staff, secretarial staff, and administration of the Byram Township Schools in the district calendar.

Sincerely,



Gayle Strauss, Ph.D.
Superintendent

GS/grb