

Definition of District Technology Resources

2. The software and hardware that provides email capabilities has been publicly funded. For that reason, it should not be considered a private, personal form of communication. The Open Records Act would govern the contents of any electronic communication. BISD would have to abide and cooperate with any legal request for access

14. Electronic files created, sent, received, or stored on computers owned, leased, administered, or otherwise under the custody and control of Birdville ISD are the property of Birdville ISD. These files are not private and may be accessed at any time by appropriate personnel in accordance with the provisions and safeguards provided in the Texas Administrative Code 201.13(b), Information Resource Standards

E-mail

The software and hardware that provides e-mail capabilities is publicly funded. For that reason, it should not be considered a private, personal form of communication. The Open Records Act governs the contents of any electronic communication. BISD abides and cooperates with any legal request for access. It is the policy of the district that information transmitted by e-mail be retained in accordance with the department's records retention schedule by the legal custodian (originator or individual to whom the message is addressed) of the e-mail message. As the legal custodian, users must print out and save paper copies of important documents or archive them in personal folders on their hard drives or other storage devices in compliance with the retention requirements of the Open Records Act.

BISD e-mail servers are provided to facilitate the delivery of e-mail. Information is backed up as a safety measure in case of system failure or unlawful tampering ("hacking"). Network Support Services deletes all e-mail messages in early July of each school year as part of the routine maintenance of the e-mail system.