

January 30, 2015

By E-Mail

Mason Kortz
Legal Fellow
ACLU of Massachusetts
211 Congress Street
Boston, MA 02110

Re: Request for Public Records Relating to Student Records Management Springfield
Public Schools

Dear Mr. Kortz:

Please be advised this office represents the Springfield School Committee and the Springfield Public Schools (SPS).

This letter serves to respond to your November 26, 2014 Request for Public Records Relating to Student Records Management. In a telephone conversation on January 5, 2015, we agreed that SPS would respond initially to your request for records by the end of January.

By this letter and its attached documents, SPS responds to the following enumerated ACLU requests:

1. Any contracts, agreements, receipts, invoices, grants, or Memoranda of Understanding for:
 - a. The purchase, lease, or use of an SIS.
 - b. The purchase, lease, or sue of any hardware or software that is able to access student records by connecting to an SIS.
 - c. On-site or off-site electronic storage of student records.
 - d. Access to student records by anyone other than the specific student to whom the records belong or that student's guardian.

RESPONSE: SPS Price Agreement with NCS Pearson, Inc. for Power School software July 1, 2013-June 30, 2014 and Renewal Option for July 1, 2014-June 30, 2015 attached as Attachment 1.

2. Any rules, regulations, guidelines, handbooks, training materials, student and parent handouts, or other records that describe policies relating to:

- a. The creation, retention, or deletion of student records in an SIS.
- b. Privacy and security practices for student records in an SIS.
- c. Notification in case of unauthorized access to student records in an SIS.
- d. Access to student records by students and their guardians.
- e. Access to student records by individuals or entities other than students and their guardians.

RESPONSE: Attachment 2.

3. Any access, retention, filtering, data breach or privacy policies for:
 - a. School surveillance camera systems and footage.
 - b. Biometric systems, including fingerprint readers and voice recognition systems.
 - c. Radio-frequency identification (RFID) systems
 - d. Student email accounts.

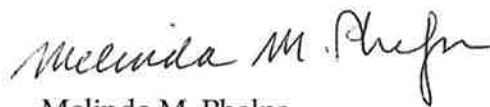
RESPONSE: SPS has no documents responsive to this request. SPS does not have student email accounts, fingerprint readers or voice recognitions systems. The radio-frequency system is for staff only. SPS follows federal and state laws, DESE regulations and SPS policies produced in Attachment 2 with regards to student privacy.

4. Any contract, agreement, or Memoranda of Understanding with an email provider to manage student email accounts.

RESPONSE: SPS has no documents responsive to this request. SPS does not have student email accounts.

I believe this letter is responsive to your requests for records. If you have any questions, please do not hesitate to contact me.

Very truly yours,



Melinda M. Phelps

MMP/dml
Attachments