



Duxbury Public Schools

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Superintendent
Dr. Benedict Tantillo III
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Assistant Superintendent
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781-934-7600

Administrator of Special Education
Mr. Bruce M. Cole
781-934-7643

Business Administrator
Ms. Susan Nauman
781-934-7600

To: Dr. Ben Tantillo
From: Dr. Laurie Hunter
Date: December 19, 2014
Re: ACLU Request for Records Relating to Student Management Records

Please find references or attachments in response to the request for records.

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 use 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 the student's guardian
- Attached Aspen Security and Invoice pdf
- School Committee Policy JRA-R
[http://www.duxbury.k12.ma.us/cms/lib2/MA01001583/Centricity/Domain/80/Section J complete Nov 2014.pdf](http://www.duxbury.k12.ma.us/cms/lib2/MA01001583/Centricity/Domain/80/Section_J_complete_Nov_2014.pdf)
- Student Handbooks:
 - Alden Elementary School p. 27 <http://www.duxbury.k12.ma.us/domain/651>
 - Chandler Elementary School p. 28
[http://www.duxbury.k12.ma.us/cms/lib2/MA01001583/Centricity/Domain/11/Chandler Handbook 2014-15.pdf](http://www.duxbury.k12.ma.us/cms/lib2/MA01001583/Centricity/Domain/11/Chandler_Handbook_2014-15.pdf)
 - Duxbury Middle School p. 12 <http://www.duxbury.k12.ma.us/domain/115>
 - Duxbury High School p. 14
[http://www.duxbury.k12.ma.us/cms/lib2/MA01001583/Centricity/Domain/8/2014-15 student handbook.pdf](http://www.duxbury.k12.ma.us/cms/lib2/MA01001583/Centricity/Domain/8/2014-15_student_handbook.pdf)

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 SIS
 - c. Access to student records by students and their guardians
 - d. Access to student records by individuals or entities other than students and their guardians
 - School Committee Policy JRA-R
[http://www.duxbury.k12.ma.us/cms/lib2/MA01001583/Centricity/Domain/80/Section J complete Nov 2014.pdf](http://www.duxbury.k12.ma.us/cms/lib2/MA01001583/Centricity/Domain/80/Section_J_complete_Nov_2014.pdf)
 - Student Handbooks:
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[http://www.duxbury.k12.ma.us/cms/lib2/MA01001583/Centricity/Domain/11/Chandler Handbook 2014-15.pdf](http://www.duxbury.k12.ma.us/cms/lib2/MA01001583/Centricity/Domain/11/Chandler_Handbook_2014-15.pdf)
 - Duxbury Middle School p. 12 <http://www.duxbury.k12.ma.us/domain/115>
 - Duxbury High School p. 14
[http://www.duxbury.k12.ma.us/cms/lib2/MA01001583/Centricity/Domain/8/2014-15 student handbook.pdf](http://www.duxbury.k12.ma.us/cms/lib2/MA01001583/Centricity/Domain/8/2014-15_student_handbook.pdf)

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 systems (RFID) systems
 - d. Student email accounts
 - No policies exist for a-c
 - Attached First Class Security and Invoice pdf
 - Acceptable Use Policy
<http://dux.schoolwires.net/cms/lib2/MA01001583/Centricity/Domain/30/AUG9-8-10.pdf>

4. Any contract agreement, or Memoranda of Understanding with an email provider to manage student records
 - Attached First Class Security and Invoice pdf