

# Public Records Request For School Surveillance Technologies

{ADDRESS AND SALUTATION, ETC.}

Under the [STATE OPEN RECORDS LAW CITATION], we are requesting the following records in the possession of the [NAME OF SCHOOL DISTRICT], including electronic records and records that were created by a member of another government agency or a member of the public, including third party persons and entities. Our requests apply to records maintained by or within the possession, custody, or control of [NAME OF SCHOOL DISTRICT], as well as any authorized sub-entity, agent, vendor, or contractor.

For purposes of these requests, please note the following definitions and instructions should apply:

The terms “documents” or “communications” are to be construed as broadly as possible, so as to include both paper and electronically maintained information, e-mails, writings, drawings, graphs, charts, photographs, sound recordings, images, and other data or data compilations – stored in any medium from which information can be obtained and further including all drafts and non-exact duplicates. Any responsive information maintained electronically or in “database” form should be produced in native or equivalent “database” form so that all functionality allowing for retrieval, sorting and/or analysis of the information produced is preserved and not compromised by the production.

“Surveillance technology” shall mean an electronic device, hardware, or software that is capable of collecting, capturing, recording, retaining, processing, intercepting, analyzing, monitoring, or sharing audio, visual, digital, location, thermal, biometric, behavioral, or similar information or communications specifically associated with, or

capable of being associated with, any specific individual or group.

For each of the surveillance technologies listed below, please provide copies of any and all documents, including communications, created or received within five (5) years of the date of this request, that discuss or otherwise mention:

1. Surveillance cameras, or any other surveillance technology that provides your school district, or someone acting on its behalf, with the ability to watch students via live video feeds or to capture video recordings.
2. Facial recognition software, or any other surveillance technology that provides your school district, or someone acting on its behalf, with the ability to compare images captured by still and/or video cameras against photo databases to identify persons in the images.
3. Electronic school access control, or any other surveillance technology that provides your school district, or someone acting on its behalf, with the ability to combine the use of still or video cameras with facial recognition technology or other biometric technology to screen visitors.
4. Behavior detection software, or any other surveillance technology that provides your school district, or someone acting on its behalf, with the ability to use artificial intelligence (AI)-driven technology to watch and analyze video subjects or to analyze audio for behaviors or attributes it is either taught are problematic or which it concludes, via self-learning, may be anomalous, and to notify your school district, or someone acting on its behalf, thereof.

5. Social media monitoring software, or any other surveillance technology that provides your school district, or someone acting on its behalf, with the ability to scan students' public social media accounts for words and phrases that are designated by the school and/or the product provider to be problematic, and to notify your school district, or someone acting on its behalf, thereof.
6. Student communications monitoring software, or any other surveillance technology that provides your school district, or someone acting on its behalf, with the ability to scan private student electronic communications, such as emails and documents written on school accounts and software applications, for words and phrases deemed by the technology provider and/or school to be problematic, and to notify your school district, or someone acting on its behalf, thereof.
7. Online monitoring and web filtering software, or any other surveillance technology that provides your school district, or someone acting on its behalf, with the ability to monitor what students search for online and what websites they visit, and to notify your school district, or someone acting on its behalf, of any concerning activities, or to block access to website content deemed to be inappropriate.
8. Weapon detection software, or any other surveillance technology that provides your school district, or someone acting on its behalf, with the ability to analyze video from surveillance cameras to detect and warn your school district, or someone acting on its behalf, about the presence of a weapon.
9. Gunshot detection and analytics software or any other surveillance technology that provides your school district, or someone acting on its behalf, with the ability to use an audio-based system to detect and report gun shots to your school district, or someone acting on its behalf.
10. Remote video monitoring/proctoring software, or any other surveillance technology that provides your school district, or someone acting on its behalf, with the ability to use the integrated video camera on a students' computer to monitor a student's attendance, focus, and compliance with anti-cheating rules.

If there are any fees for searching or copying these records, please inform me if the cost will exceed \$250.00. We are happy to work with you to make the transmission of electronic information as easy, inexpensive, and efficient as possible.

The [NAME OF STATE OPEN RECORDS LAW] requires a response time within [ALLOWED RESPONSE TIME] days. If access to the records I am requesting will take longer than three days, please contact me with information about when I may expect copies of the records or when the records will be made available for inspection.

If you deny any or all of this request, please cite each specific exemption you feel justifies the refusal to release the information and notify me of the appeal procedures available to me under the law.

Sincerely,

[SIGNATURE AND NAME OF SIGNATORY]