AI Note-Takers and Recording Consent

What to settle before an AI bot joins the meeting: five issues and how to resolve them.

THE ISSUE	THE RESOLUTION
1 Consent to record Illinois law bars secretly recording a private conversation without everyone's consent, even when a tool only transcribes. Consent can be implied if the tool is open and obvious and people stay on, but express consent is safer.	Announce the tool at the start and get everyone's agreement, especially when student information is involved. Turn it off if anyone objects. Note it in the invite too.
2 Voice data and vendors Illinois' Biometric Information Privacy Act treats voiceprints as biometric identifiers, and a proposed class action accuses an AI note-taker vendor of violating it. Illinois rules generally follow the meeting, not the vendor's home state; confirm with counsel.	Approve vendors in advance. Ask where recordings are stored, whether the vendor trains on them, and whether its terms address biometric data. Contracts should bar selling data or using it to train other models. No personal or unvetted bots.
3 Student information A transcript that identifies a student can be an education record under FERPA and a school student record under Illinois law, so parents may inspect and correct it. SOPPA requires a written agreement with any vendor handling student data.	Keep AI note-takers out of IEP and student-team meetings unless the vendor is approved with a signed agreement, posted as SOPPA requires (check the SDPC registry). A person reviews every transcript before it becomes the record.
4 Public records and retention Transcripts and AI summaries of district business are generally public records under FOIA, though parts may be exempt, such as student information protected by FERPA and Illinois law. Parents have separate rights to see their child's records.	Decide where transcripts live, how long they are kept, and who deletes them. Treat AI summaries as drafts that someone checks.
5 Recordings by parents and other participants Parents and guests are not bound by district policy and may record with a phone or screen tool without telling anyone. A parent's own recording is generally not a school record under FERPA, so Illinois consent law governs it.	State at the start that recording requires everyone's agreement, and ask whether anyone is recording. Have counsel review how staff respond when someone is.

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THE SITUATION	THE RESOLUTION
6 A bot joins uninvited Anyone on the invite can add a notetaker. Picture a bot that stays after most people leave, then emails a recap of the private discussion to everyone.	Block unapproved add-ins and third-party app sign-in in admin settings, and use waiting rooms. If a bot appears, remove it and ask its owner to delete the transcript and recap.
7 Built-in tools versus third-party bots Built-in transcription in Zoom, Teams, or Meet may already fall under your student data agreement. A third-party bot does not.	Prefer built-in tools, after checking that your agreement and public SOPPA notice cover transcription. Amend them if not. Review each third-party bot separately.
8 Parent conferences and IEP meetings Meetings about one student carry the most risk. A parent may bring their own AI notetaker to a virtual IEP meeting, outside the district's control.	Set a rule for each meeting type and share it before the meeting. Have counsel check it against parent rights in special education meetings.
9 Staff and leadership meetings Leadership meetings often cover personnel, vendors, and budgets, so a notetaker can capture confidential or closed-session material.	Name the meeting types that never allow AI note-takers, such as personnel, closed session, and negotiations. Allow approved tools elsewhere.

Who does what

DISTRICT
Sets the policy, approves tools and vendors, and trains staff.

MEETING LEADER
Announces the tool and stops it if anyone objects.

VENDOR
Signs the student data agreement and deletes data when asked.

PARTICIPANTS
Speak up if they object. Guests and parents are outside district policy.

Build the policy

- [ ] Cover AI note-taking, vendors, and guest recordings
- [ ] Keep an approved tool list, vetted for FERPA, COPPA, SOPPA
- [ ] Add an announcement script and opt-out
- [ ] Set storage, retention, and deletion rules
- [ ] Train staff; plan for unauthorized recordings
- [ ] Have district counsel review the final language

SAMPLE ANNOUNCEMENTS

To start a meeting. "Before we begin, I'd like to use [approved tool] to transcribe this meeting. Is everyone comfortable with that? If anyone objects, I will turn it off."

To keep other bots out. "Please do not add other recording or note-taking tools. If you are already using one, let me know now."

Sources. Eavesdropping Act, BIPA, SOPPA, School Student Records Act, FOIA, Local Records Act, FERPA FAQ, Amundsen Davis.

Informed by LTC legal counsel. General information, not legal advice. Updated November 4, 2026.

Want to talk it through with your group?
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