

**Business and Non-Instructional Operations****Building and Grounds Management****Use of Surveillance Cameras**

It is the policy of the Watertown Unified School District to provide a safe and healthy environment for all persons on its premises or attending any of its functions or activities. To ensure this objective, the Board authorizes the use of video surveillance and electronic monitoring equipment at various sites throughout the District and on school buses.

The Supervisor of Buildings and Grounds will work with the site administrators in determining where to install and operate fixed-location video surveillance/electronic monitoring equipment in the District. Video surveillance/electronic monitoring equipment may be placed in common areas in school buildings (i.e. school hallways, entryways, libraries, and cafeterias), the school parking lots and other outside areas, and on school buses. Video surveillance/electronic monitoring equipment shall not be used in restrooms, locker rooms or changing areas.

Any student who takes action to block, move or alter the location and/or viewing angle of a video camera shall be subject to disciplinary action up to and including expulsion. Any employee who takes action to block, move or alter the location and/or viewing angle of a video camera shall be subject to disciplinary action up to and including termination of employment.

Notice shall be placed at the main entrances to buildings and facilities using video surveillance/electronic monitoring equipment and on buses to notify people that their actions/behavior may be monitored and/or recorded.

Any information obtained from video surveillance/electronic monitoring equipment may be used to support the orderly operation of the District's schools and facilities, for law enforcement purposes, and for any other purpose permitted by state and federal laws. Recordings obtained through the use of video surveillance/electronic monitoring equipment may be used as evidence in any disciplinary proceeding, administrative proceeding or criminal proceeding, subject to state and federal laws and Board policy and regulations.

Recordings obtained through the use of video surveillance/electronic monitoring equipment may become a part of a staff member's personnel file that are subject to rules regarding personnel records under state and federal laws and as outlined in Board policy and regulations. Recordings of students obtained through the use of video surveillance/electronic monitoring equipment may be considered student records that are subject to rules regarding student records under the Wisconsin Pupil Records Law and the Family Educational Rights and Privacy Act (FERPA), and as outlined in Board policy and regulations.

This policy does not address or cover instances where school officials record a specific event (i.e. a play, music performance, athletic contest, graduation or Board meeting), or an isolated instance where a classroom is videotaped for educational or research purposes. Authorized videotaping for educational, instructional and/or research purposes is permitted and is not addressed by this policy.

Video surveillance is to be implemented in accordance with this and other Board policies and regulations. Any employee who uses the video surveillance/electronic monitoring equipment or recordings in a manner that is inconsistent with this or other Board policy or regulations shall be subject to disciplinary action up to and including termination of employment.

**Legal References:**                    **Section 118.125 – Wisconsin Statutes**  
   **Section 118.127 – Wisconsin Statutes**  
   **Section 118.13 – Wisconsin Statutes**  
   **Family Educational Rights and Privacy Act (FERPA) – Federal Law**

**Policy Approved:**                    **September 26, 2016**

**Policy Revised:**