

Business and Non-Instructional Operations**Auxiliary Services****Use of Video Camera on the School Bus**

The Watertown Unified School District approves the use of video cameras on the school buses for the primary purpose of reducing disciplinary problems and vandalism on the bus, providing for safer transportation for our students.

The Bus Contractor or driver supervisor shall ensure a video camera is located on each bus, and maintains a log, to include the date, bus number and driver. Bus drivers do not need to be informed as to which bus has a video camera that is operating. Parents or administrators may contact the Director of Business Services and request that a video camera be utilized on a specific bus.

Only the Director of Business Services, principals, and Superintendent shall be authorized to view the videotape for the purpose of documenting a problem, and determining which student(s) may be involved. Disciplinary action may be taken with students based on a video documentation. A student being disciplined based on the viewing of a videotape recording, and/or their parent(s), may view that isolated segment of the videotape that documents the incident they are being disciplined for. The Director of Business Services or building principal(s), shall view the videotape with the student and/or parent(s) and document the date and the names of all individuals viewing the tape. The Board of Education may view videotapes in Closed Session.

The videotapes shall not be available for viewing by the public in general, employees in general, media, or other individuals. The principals or Superintendent may authorize other individuals, such as the guidance counselor, school psychologist or social worker, to view segments of a specific video tape, if such individuals are working with the student on the video tape because of a behavior, emotional, or learning problem, and viewing the video tape is beneficial to their role in assisting the student. A log shall be kept of the date and names of the individuals viewing the videotape.

If there are no bus problems pertaining to the dates a video was taped, the video may be erased or reused after ten school days.

Policy Approved: May 19, 1993

Policy Revised: December 21, 2015