

## Instruction

Guidelines for Teachers in Securing Audiovisual/Media Materials

It is the policy of the District to circulate audiovisual materials through the District's Instructional Materials Center (IMC). In implementing this policy, staff members should keep in mind the following:

1. Audiovisual/Media Materials Used to Support the District Curriculum
  - a) Selection of media for the IMC is coordinated by the Department of Curriculum and Instruction. It is the responsibility of the subject area departments to make the recommendations for selection of media in their respective areas. Teachers are encouraged to submit the titles of videos or media that support the curriculum to the Executive Director of Curriculum & Instruction for possible inclusion in the IMC collection.
  - b) Audiovisual/media materials (DVDs and other media materials) that are recommended for the curriculum will be purchased by the IMC for the District staff to use and be circulated on a fair and equitable basis for designated grade levels.
  - c) All audiovisual/media/online video streaming materials used by a school to support the District's curriculum that are not from the IMC collection must be approved for use or purchase by the building principal and the Chief Academic Officer (or their designee) using form SPM-IMC-5.
  - d) Audiovisual/media materials shall conform to the "G" rating at the elementary level, rated by the Motion Picture Association of America. The IMC Supervisor and staff will remove any title or item not in compliance with this rating. Written notification of any deleted material will be sent to the Executive Director of Curriculum and Instruction, stating the reasons for deletion. Audiovisual/media material that carries a rating other than "G" will be shown only to secondary students whose parents have given their written consent. Middle schools will use only "G" and "PG" materials. Senior high schools will use only "G", "PG" and "PG-13" materials. No "TV14," "NC17," "MA," "R" or "X" rated materials will be used. All students without parent consent are to be given appropriate educational experiences during the presentation of the video without penalty. *The District does not support the showing of full length feature movies. For academic purposes, snippets or shorter segments of a movie are more than appropriate to meet the curriculum requirements. Requests to show full length feature movies will be for academic purposes only and approved first by the principal and finally by the Chief Academic Officer.*

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- e) The following shall be prohibited:
  - 1) Copying premium channels or any video source not approved by the District.
  - 2) Duplicating any copyrighted media regardless of format.
  - 3) Copying programs at home for use in the classroom.
  - 4) Showing any video that is not a legal copy.
  - 5) Use of videos for the purpose of rewards or entertainment.
- f) Instructional materials used in the District should depict, in an accurate and unbiased way, the cultural diversity and pluralistic nature of the American society.
- g) Audiovisual/media materials purchased by the District are not available to teachers from other school districts outside of the boundary of the District.

## 2. Audiovisual/Media Material Used for Entertainment Purposes

- a) Schools wishing to purchase a license for entertainment videos will follow the same ratings guidelines as listed in 1c. Videos/DVDs used for entertainment will not be used during time established for instruction.
- b) A school needs to obtain public performing rights for a video/DVD to be shown for entertainment in place of recess, on a rainy day, for after-school programs, or as a reward, etc. A copy of the license must be provided for annual record keeping to the Chief Academic Officer or designee. This includes licenses for all movies to be shown on District property. Unless videos/DVDs are sold or rented with public performance rights or are licensed for public performance, they must be considered "home use only" and must be restricted to private showings in the home to a "normal circle of family and its social acquaintances."

## Legal Reference:

Administrative Regulation adopted: April 11, 1977

Policy adopted: March 13, 1978

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Policy revised: April 23, 2001

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