

## INSTRUCTION

### USE OF VIDEO TAPES

Video tapes, like any supplementary instructional material, must be appropriate to the curriculum of the course and may only be used for entertainment purposes with the prior approval of the Principal. Because visual materials have a special impact on the viewer, particular prudence must be exercised by the teacher in choosing material appropriate to the age of the students and to the curricular objectives. The teacher has a responsibility to follow these guidelines and use video media appropriately. Building Administrators will monitor the correct use of video media in their buildings.

The following guidelines must be observed when using video tapes in school.

#### Rented, Purchased or Borrowed Video Tapes for Classroom or Instructional Use

A rented, borrowed or purchased video tape may be shown at school under the face-to-face teaching exemption provided that the following six conditions for showing in non-profit educational institutions are adhered to strictly:

1. Tape must be shown as part of the instructional program.
2. Tape must be shown by students, teachers or guest lecturers.
3. Location must be a classroom or other area devoted primarily to school instruction (e.g., studio, workshop, laboratory, library).
4. Setting must be face-to-face; i.e., students and teachers are in same area.
5. Tape must be shown only to students and educators.
6. Tape shown must appear, upon diligent inquiry, to be a legitimate copy (not illegally reproduced).

This face-to-face teaching exemption does not apply if the vendor requires the teacher to sign a rental or purchase contract restricting use to personal or home viewing.

#### Off-Air Taping

1. In certain situations, programs taped off-air from commercial stations may be appropriate for instructional purposes.
2. Programs may only be recorded and used following appropriate copyright laws.

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3. A broadcast program may be recorded off-air simultaneously with broadcast transmission and retained for a period not to exceed the first forty-five (45) consecutive calendar days after the date of recording. Upon conclusion of such retention period, all off-air recordings must be erased or destroyed unless written permission has been received from copyright holder.
4. Off-air recordings may be used once by individual teachers in the course of relevant teaching activities and repeated once only when instruction reinforcement is necessary, in classrooms and similar places devoted to instruction within a single building, cluster, or campus, as well as in the homes of students receiving formalized home instruction, during the first ten (10) consecutive school days in the forty-five (45) calendar day retention period. "School days" are school session days--not counting weekends, holidays, vacations, examination periods or other scheduled interruptions--within the forty-five (45) calendar day retention period.

Off-air recordings may be made only at the request of, and used by, individual teachers, and may not be regularly recorded in anticipation of requests. No broadcast program may be recorded off-air more than once at the request of the same teacher, regardless of the number of times the program may be broadcast.

5. A limited number of copies may be reproduced from each off-air recording to meet the legitimate needs of teachers under these guidelines. Each such additional copy shall be subject to all provisions governing the original recording.
6. Commercial Broadcasts:

After the first ten (10) consecutive school days, off-air recordings may be used up to the end of the 45 calendar day retention period only for teacher evaluation of the tape. If it is determined at this time that the tape is desirable as a regular part of the instructional program, the tape must be purchased directly or a license must be secured from the copyright owner.

#### Public Television Broadcasts:

Recordings may be kept for only seven (7) days after the off-air taping; however, showing the tape is not restricted to the class taught by the requesting teacher and the number of showings is unlimited during the seven-day period.

7. Educators who videotape a televised program at home and show the tape to classes at school must follow the same guidelines given in Number Six above.

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8. Care should be taken to include in the off-air recording the copyright notice on the broadcast program.
9. These guidelines are intended as control procedures for implementation of the "Guidelines for Off-Air Recording of Broadcast Programming for Education Purposes" and shall be enforced by the Building Principals to protect the District from claim of copyright infringement.

### Video Camera Taping

Educators may use a video camera to record live student performances and other events for instructional purposes so long as copyright laws are not violated.

### Ratings

Video tapes which are rated "G" are generally acceptable.

Video tapes which are rated "PG" or "PG-13," including any non-rated material, must be previewed by the teacher and approved, in writing, by the Building Principal prior to any school use. No movie carrying an "R" or "NC-17" rating shall be shown to students.

Parents shall be notified of the use of any films other than "G" rated materials. They will be provided with the opportunity to have their child(ren) excluded from the experience and provided with alternative experiences if such experiences are possible.

Adopted: November 8, 1990  
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