



E - Instruction Department of Library Services
Board Policy Code CY (Legal) (Local)

ADMINISTRATIVE GUIDELINES FOR ELECTRONIC MEDIA USE

Electronic Media can be a valuable instructional resource. Electronic media includes, but is not limited to, motion pictures and audiovisual works. Educators bear the responsibility for using this media appropriately. Things to consider when selecting appropriate media for use include movie ratings and copyright guidelines. Videos should be appropriate for the target grade level and the curriculum/lesson plan.

As per, CY 90, "Unless a license or permission is obtained, electronic media in the classroom, including motion pictures and other audiovisual works, must be used in the course of face-to-face teaching activities as defined by law."

Licensing can be obtained through services such as Movie Licensing USA. These services provide Public Performance Site Licensing to K-12 schools on behalf of the major Hollywood motion picture studios. This license ensures that entertainment movies are used legally in public venues, such as schools. For movies not covered by the campus or district licenses, you should write the film distributor directly to seek permission to show your film publicly.

DISTRICT OWNED MATERIALS

This refers to audio-visual materials purchased on a Harlingen CISD purchase order. Use of this material is subject to all Usage Guidelines as outlined in this policy. It is up to the principal to decide if the Video Approval Form is needed for district owned videos.

This includes video services purchased through Region One or other such consortiums. The district does not retain rights to these videos, but is allowed access throughout the contract year.

NON-DISTRICT OWNED MATERIALS

This refers to materials not purchased as part of a school or district collection on a Harlingen CISD purchase order. This could refer to materials owned by teachers, brought in by students, borrowed from a public library, viewed online through services such as YouTube, or viewed as part of a field trip. There will be times when material in this category would not be appropriate for local school use. To determine if a non-district owned material is deemed appropriate for use in a school, a Video Approval Form should be submitted to and approved by the school principal or principal's designee. The use of these materials is strictly at the discretion of the principal.

DONATED MATERIALS

All materials donated to a school are accepted only under the same selection criteria and procedures as purchased materials. They then become part of the school collection and must be used in accord with Usage Guidelines as outlined in this policy.



USAGE GUIDELINES

The following guidelines are recommended for viewing of videos on your campus or related to a field trip.

Grades K-5 (Elementary)

- G-rated movies may be shown for instructional purposes in all grades K -5.
- *Any exceptions to the usage guidelines described require prior school administrative approval and signed parental permission forms.*

Grades 6-8 (Middle).

- G and PG-rated movies may be shown for instructional purposes in grades 6 - 8.
- *Any exceptions to the usage guidelines described require prior school administrative approval and signed parental permission forms.*

Grades 9-12 (High School)

- G, PG, and PG-13 rated movies may be shown for instructional purposes in grades 9 – 12.
- *Any exceptions to the usage guidelines described require prior school administrative approval and signed parental permission forms.*

MOTION PICTURE ASSOCIATION OF AMERICA RATINGS DEFINITIONS

- **G General Audiences** All ages are admitted
- **PG Parental Guidance Suggested** Some material may not be suitable for children.
- **PG-13 Special Parental Guidance** Special parental guidance strongly suggested for children under the age of 13. Some material may be inappropriate for young children.
- **R Restricted** Under 17 requires accompanying parent or adult guardian
- **NC-17 No one under 17 admitted.**

Films, which have no rating, may be shown after they have received recommendation by the requesting teacher or a committee designated by the campus principal, who then must approve their decision.



VIDEO APPROVAL FORM

Date: [Click here to enter a date.](#)

Teacher Name: [Click here to enter text.](#)

Grade/Department: [Click here to enter text.](#)

Date video to be shown (at least two days prior notice needed): [Click here to enter text.](#)

Video Title: [Click here to enter text.](#)

Rating: [Click here to enter text.](#)

Purpose of showing video (entertainment or education objective): [Click here to enter text.](#)

Video obtained from: [Click here to enter text.](#)

Length/Running Time: [Click here to enter text.](#)

Will this video be used in its entirety? [Click here to enter text.](#)

If no, how much will be used? [Click here to enter text.](#)

Have you previewed the film? [Click here to enter text.](#)

When? [Click here to enter a date.](#)

Note: Films marked NR (No Rating) must be previewed.

Is there any questionable content? [Click here to enter text.](#)

If yes, please describe: [Click here to enter text.](#)

If yes, how will questionable content be introduced/presented? [Click here to enter text.](#)

Educational TEKS/Curriculum Correlation: The instructional purpose for using this video is: [Click here to enter text.](#)

(Optional) Administrator's Designee
or Department Head Signature

Date

[Click here to enter text.](#) approved

[Click here to enter text.](#) not approved

Administrator's Signature

Date



VIDEO PARENTAL PERMISSION FORM

Date [Click here to enter a date.](#)

Dear Parent/ Guardian:

I would like to have my students view the video [Click here to enter text..](#)

This video has a motion picture rating of [Click here to enter text..](#)

I will use this video to [Click here to enter text..](#)

Thank you for your consideration of my request. Please return the form below by [Click here to enter a date..](#)

Sincerely,

Teacher's Signature

(Return bottom portion of this form.)

Date _____

I give my permission for _____ to view

the _____ rated video tape titled:

_____.

Parent's Signature

As of 9/1/2011