

ADMINISTRATIVE GUIDELINES FOR USE OF VIDEOS OR FILMS NOT OWNED BY THE COLUMBIA PUBLIC SCHOOLS

Columbia Public Schools maintains a core collection of videotapes at the Instructional and Information Technology Services office, as well as in some individual buildings. These tapes are purchased using the guidelines established in Textbook, Materials, and Library Resources Selection Procedures.

Guidelines have also been established to clarify the use of videos and films NOT owned by the District. This includes:

- 1) Rented material (i.e. – full length feature movies)
- 2) Material from personal libraries
- 3) Material taped from television –Copyright law requires that all such material be used for only 30 days following its broadcast date. Also, nothing may be taped from pay channels.
- 4) Material from any source other than the District or Building collection of approved titles.

>All videos shown in any school setting, during the school day or after hours, **MUST** have an educational intent.

>All students must be allowed to view the video since its use is intended to meet an educational objective. Videos are never to be used as a reward, nor is access to be denied as punishment.

>The American movie industry has created a movie rating system for feature length movies, which is based on age-related criteria. Because many families embrace these ratings as a standard for their children's movie reviewing, teachers **MUST** consider the rating when selecting material for classroom use. For this reason, the use of material that exceeds the recommended age limit (PG-13 in elementary/middle schools or R in junior/senior high schools) **IS STRONGLY DISCOURAGED**. The user of such material must provide guarantee that students do not view objectionable segments.

>The use of a feature length movie in its entirety **IS STRONGLY DISCOURAGED** due to the amount of class time required for its showing.

>Some elective classes at the secondary level (i.e. – film study courses) will have the need to utilize full-length movies; however, the request process for showing videos or films not owned by CPS applies to all classes, including these electives.

>Approval(s) must be granted **BEFORE** the video/film is shown. Permission to use material not owned by CPS must be requested each year.

PROCESS:

- 1) Before a video or film not owned by the school district is shown, the principal must approve the use.
- 2) The principal approval must be secured annually.