

Mesa County Valley School District 51

IMBA-R

Digital Media & VIDEO USE PROCEDURES

Related: IMBA

Adopted: November 2, 1998

Policy Manual Review: November 19, 2002

Readopted: September 20, 2011

Adopted: December 13, 2011

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The following procedures provide information about the processes necessary to adhere to Policy IMBA governing the use of videos. These procedures are promulgated as directed in the Policy and, as such, should be followed when appropriate. Forms may be accessed through the "Teacher Resource Center" link on the District 51 website.

1. Digital Media/Video Preview

Classroom teachers will preview all digital media, video and clips of video to be shown to students.

2. Relevance to Curriculum

Course objectives and/or relevant content standards will be included on both the "Digital Media/Video Approval Form" and the "Parental Permission for Digital Media/Video Viewing Form" when used.

3. Meaningful Use of Instructional Time

If objectives can be met without showing an entire video, then only the relevant section(s) should be shown. In this case, teachers should ensure that only the intended video clip is viewed.

4. Age Level Appropriateness

The ratings and minimum age levels included in this policy must be strictly followed according to Table 1 (for MPAA rated videos), and Table 2 (for videos not rated by MPAA).

- For videos **rated** by the Motion Picture Association of America (MPAA), the teacher will follow Table 1 below:

Table 1 - Use with videos rated by the Motion Picture Association of America (MPAA)						
Rating:	G	PG	PG-13	R	NC-17	X
Elementary		Permission Form Required	Never Shown	Never Shown	Never Shown	Never Shown
Middle School			Permission Form Required And Student Must be 13	Never Shown	Never Shown	Never Shown
High School 9th Grade				Never Shown	Never Shown	Never Shown
High School 10th grade and above				Permission Form Required And Student Must be 17	Never Shown	Never Shown

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- For videos **not rated** by the Motion Picture Association of America (MPAA), the teacher will follow the protocol outlined in Table 2 below:

Table 2 - Use with videos not rated by the Motion Picture Association of America (MPAA)	
Published Educational Documentaries / Videos, Television & Web-based Digital Media	Student Created Media
<p>1. Teacher consults available reviews in professional journals of videos for children and adolescents. Teacher may ask librarian to assist in providing review sources and may collaborate with other classroom teacher(s) on decision for meeting the criteria below:</p> <ul style="list-style-type: none"> ✓ Age Appropriateness ✓ Community/Cultural Sensitivity and Impact Considerations on Diverse Populations ✓ Instructional Relevance ✓ Curricular Alignment <p>If the video meets required criteria above, then Step 2 is followed. If not, the video shall not be shown.</p> <p>2. Teacher must preview all digital media/videos to be shown to their students to assure that they comply with age appropriateness, cultural sensitivity and impact considerations on diverse populations, instructional relevance, and curricular alignment. If not in compliance, the video shall not be shown.</p> <p>3. If a need exists to caution parents, the teacher consults with his/her principal and gains approval using the form. Parent permission is required in such cases.</p>	<p>Teacher previews digital media to assure it complies with age appropriateness, community/cultural sensitivity and impact considerations on diverse populations, instructional relevance, and curricular alignment. If not in compliance, the video shall not be shown.</p>

5. Principal Permission and Parent Notification
 One week is the minimum amount of time required for notification to parents. The form located in the Teacher Resource Center must be completely filled out and sent home for parental signature. After the signed forms are returned to the teacher, he/she may show the digital media/video only to those students whose parents have given their permission.

6. Options for Students Not Viewing Videos
 When a student chooses not to watch a movie or does not return a signed Parental Permission Form, he/she will be given a comparable assignment which covers the same course objectives. Necessary resources will be provided, and a qualified, adult supervisor, will be available to assist the student as needed. Students who choose not to view a video will be provided with an alternative check-in site for the class period during which it is shown. Teachers will, at the beginning of the year, clarify to the entire class that choosing not to watch a movie is an option and stress that there will be zero tolerance of ridiculing or belittling a student who has chosen this option.

7. Good Instructional Use of Videos

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Sound instructional practices are necessary for successful use of videos in the classroom. These include:

- a. Presenting background information to emphasize the purpose of viewing;
- b. Using viewing guides;
- c. Stopping and starting the video for emphasis and analysis;
- d. Using clips of videos;
- e. Utilizing follow-up activities and discussion to summarize the concepts learned.

8. **Copyright/License Compliance**

Teachers planning to use videos will sign the "Digital Media/Video Use and Copyright Compliance Agreement form" found in the Teacher Resource Center at the beginning of each school year and turn it in to his/her supervisor. Information and guidelines about federal copyright law are included in the library policy and procedures manual. All teachers are required to sign the Digital Media/Video Use and Copyright Compliance Agreement. If further questions occur, teachers should ask for guidance from their principal. It is important that teachers intending to show videos or clips of videos understand that publishers or video stores sometimes impose licensing agreements containing conditions on the display of videos which are more limiting than mere copyright protections. The terms and conditions of all licensing agreements should be carefully scrutinized and followed. Principals are responsible for reviewing copyright and licensing information with their staffs.

9. **School Sponsored Events**

When videos are used for any school sponsored event, the procedures in this policy shall be followed, including the use of forms when applicable.

10. **Compliance with Policy**

Teachers will read and follow these procedures and information provided. If clarification or assistance is needed, the principal should be consulted.

11. **Use of Forms**

If additional forms are needed, teachers may photocopy them using the originals provided. Forms will be filled out completely and accurately.