

GUIDELINES FOR THE INSTRUCTIONAL USE OF VIDEO RECORDINGS

1. Video recordings include but are not limited to DVDs, videocassettes, and streaming videos.
2. Video recordings shown at schools must be relevant to the curriculum being studied and appropriate for the ages and maturity levels of students being taught.
3. All DVDs and videocassettes must have prior approval of the principal before they may be shown in the schools, and use of all video recordings (including streaming video) must be documented in the teacher's lesson plan book. (A prior approval form for the teacher to complete follows.)
4. Streaming video does not require completion of the video approval form if the following conditions apply:
 - a. Video use meets all other guidelines specified herein and is included in the teacher's lesson plan book
 - b. Portion of video to be used is no longer than 15 minutes
5. Video recording with a PG rating may be used in elementary schools with the prior approval of parents/guardians. Video recordings with a PG-13 rating may be used in middle schools with the prior approval of parents/guardians. R rated videos are only to be shown in high schools with the approval of parents/guardians. Under no circumstances is a video rated NC-17 or higher to be shown in school. Any video requiring parental permission should not be shown over a public viewing system unless access can be limited to the students who have been given parental permission. (A sample parental permission letter follows.) Regardless of parental approval, the principal must always approve the video first.
6. Video recordings not owned by Pitt County Schools and/or not rated by the Motion Picture Association of America must be thoroughly reviewed by teachers prior to their use and approved by the principal.
7. Privately purchased video recordings are sold with a home use only agreement, not with public performance rights. These videos may be used in a school if the following conditions are met: (a) use must take place in a classroom or similar place devoted to instruction; (b) use must be part of the regular instructional process (not for extra-curricular, reward or recreational use); and (c) use must take place in face-to-face instruction.

8. Rented videorecordings may be used in schools if the following conditions are met: (a) use must take place in a classroom or similar place devoted to instruction; (b) use must be part of the regular instructional process (not for extra-curricular, reward or recreational use); and (c) use must take place in face-to-face instruction.

9. Video recordings made by taping off the air for use at schools may be used if fair-use guidelines for copyright are followed. A recording taped off of commercial, "free" television may be shown within ten consecutive school days of its broadcast. After that time, the only use that can be made of the recording is for teacher evaluation. The video recording may not be used in schools after the forty-five day period outlined in fair use guidelines. A recording taped from a public broadcast channels generally must be used within seven school days of its broadcast and erased after forty-five days. A recording may only be used once by individual teachers in the course of relevant teaching activities. No recordings may be duplicated from paid cable or satellite television, with the exception of Cable in the Classroom designated programs. Teachers should refer to <http://www.ciconline.org/copyright> for guidelines for using Cable in the Classroom designated programs.

REQUEST TO USE VIDEORECORDING PRIOR APPROVAL FORM

Teacher's Name _____ Date _____

Title of Video Recording: _____

Source of Recording _____ School Library
_____ Off-Air Tape (following fair-use guidelines)
_____ Privately Owned (by teacher for classroom use only)
_____ Streaming Video from _____ (Internet site)
_____ Rental or Borrowed from _____
(Name of library, institution, or renter)

Have you previewed the entire video recording? _____

Rating _____ Parental permission is required: _____ If yes, do you have an alternate assignment? _____

Describe the reason this video has a rating above G. _____

Date(s) and Time(s) video will be shown _____ Place _____

Will Public Viewing System be used (Channel One, TekNet, etc.)? _____ Length of Video _____

Explain the reasons for using this video recording and describe its use in relation to your instructional goals and objectives. Site specific NCSCOS objective and related learning activities; attach additional pages if necessary.

I have been informed of the appropriate uses of instructional media and fair use guidelines (see <http://www.copyright.gov/fls/fl102.html>). I understand these guidelines and that any uses I may make of instructional materials in a classroom setting will be in accordance with federal copyright law and Pitt County Board of Education policies, procedures and guidelines. The above-named video recording meets federal copyright guidelines.

This video recording meets the following criteria:

- This recording has been selected because it is appropriate for the unit of study and age group.
- The recording will be used for face-to-face instruction, not for recreation, reward, or entertainment. The entire class will be in the same room or general area.
- There is no reason to believe this video recording was unlawfully made.

Teacher's signature _____ Date _____

Approved: _____ Date _____
Principal's signature

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Principal's approval and parental approval forms (if required) must be completed before showing any video in the classroom or submitting a request to the media coordinator to have a video shown over a school-wide system.

Parental Consent Letter for Video Recordings

Date

Dear Parent/Guardian:

On (*date*), I intend to show the video (*video title*) as part of our study of (*describe unit of study*). The purpose for showing this video in class is (*explain how use of the video relates to the unit of study and supports the instructional goals and objectives*). In addition to watching the video, the students will (*describe learning activities related to the video the students will participate in*)

This letter is being sent to you in accordance with Pitt County Schools system guidelines for use of video recordings in the classroom. Because this video has a rating of (*insert rating*), district policy requires parental permission. Please complete and return the form below to indicate whether or not you are giving permission for your child to view this video. Students who do not have parental approval will be given the following alternate assignment to complete: (*describe alternate assignment*).

If you have any questions about this video, please feel free to contact me at (*phone number and/or email address*)

Sincerely,

(*Teacher's signature*)

.....

Name of Student _____

_____ I give permission for my child to view (*title of video*)

_____ I do not give permission for my child to watch the video. I want my child to be given the alternate assignment.

Parent/Guardian Signature

Date