Purpose and Use

Teachers and personnel who show audio/visual materials to students in a classroom must either check the materials out of the school library, from the Media Center at the Taylor Building, or have prior approval of the principal.

No video for use with a VCR or DVD that includes a notice that the material is intended for home use only will be shown to a class for entertainment purposes.

To define the use of audio/visual materials by employees, the following guidelines have been established:

1. All materials must be previewed by professional personnel before student viewing.

2. Materials should be educational in nature and appropriate preparation and follow-up should be provided.

3. Audio/visual materials, including television programs, instructional videos, and Internet videos used during instructional time should be considered in comparison with the amount of academic time they consume. It is recommended that teachers show only those portions of a program (segments or clips) which illustrate the content standard being taught. Their use and purpose of a video is to be indicated in written lesson plans and correlated with the appropriate Course of Study standards and objectives.

4. Use of audio/visual materials or television programs during non-instructional time may only occur with permission of the principal.

5. While audio/visual materials are in use, continuing supervision by the teacher is required.

6. Broadcast television programming offers the teacher no opportunity to preview or control content and should not be watched by students at school in most circumstances. Exceptions require approval by the school principal.

7. In grades K-6, the use of a “PG” video/DVD with a more restrictive rating is prohibited.

8. In grades 7-8, the use of any video/DVD with a more restrictive rating than “PG” is prohibited. If “PG” materials are used, the principal and parent must give written consent.

9. In grades 9-12, the use of any video/DVD with a more restrictive rating than “PG-13” is prohibited. If “PG-13” materials are used, the principal and parent must give written consent.

10. The principal of each school shall be responsible for monitoring the amount of time used and the quality of materials used in his/her school.

11. Permission to show any video/DVD/clip must be routed through the principal by use of the Permission to Show a Video/DVD/Clip form. The teacher may show the video/DVD/clip only after written permission is granted by the principal.