



ADMINISTRATIVE MEMORANDUM

USE OF VIDEOS IN THE CLASSROOM | 7001.5

The District recognizes the expanded instructional opportunities offered by the use of videos in the classroom. Reviewed academic videos can be an appropriate resource across a variety of grade levels and curricular areas. Commercial movies and recorded television shows may be shown under the following circumstances:

1. The video (i) must be related to the curricular topic of the current unit of study, (ii) must have educational value, and (iii) must not be used primarily as entertainment or a reward.
2. No R rated videos may be shown as part of the classroom instructional program or extracurricular activity.
3. PG and PG-13 rated movies or PG and TV-14 television shows may be shown at the elementary and middle school levels after principal authorization and only if written parental permission is received for student participation. An alternative curricular activity must be provided for students who do not obtain viewing consent.
4. At the high school level, the principal or designee will have the responsibility of authorizing PG and PG-13 or TV-14 materials.
5. The principal or designee must maintain a formal record of all approved videos for the duration of any given school year. A standardized form (attached) will be used to record the required information.
6. All videos shown in the classroom must comply with applicable copyright law.
 - a. For copies of videos owned or rented by the District or the teacher, the video (i) must be legitimately acquired (i.e., not bootlegged), (ii) must not be reproduced, (iii) must not be used for profit, and (iv) must not be broadcast outside of the classroom (i.e., streamed or linked from a class or teacher webpage).
 - b. For recorded broadcast television programming, the video (i) must have been broadcast (i.e., transmitted by the television stations for reception by the general public without charge, including simultaneous cable retransmission), (ii) may only be used once by individual teachers, and repeated once only when instructional reinforcement is necessary, (iii) must be shown in the classroom within 10 school days after recording and must be erased within 45 calendar days after recording, and (iv) must not be altered, but need not be used in its entirety.

Questions about the information contained in this administrative memorandum should be directed to the Deputy Superintendent.