

ADMINISTRATIVE IMPLEMENTAL PROCEDURES:

1. In general, copyright guidelines permit in-classroom performance of a copy-righted videotape when it is used for instructional purposes in a teaching situation and is a lawfully made copy. Thus, Grapes of Wrath may be presented to a high school English class, but Star Wars, which is being shown for entertainment, would not be permitted unless copyright clearance has been obtained. (Refer to copyright Handbook for specific fair use criteria)
2. Guidelines for choosing videotapes
 - a. Videotapes should be selected for their direct relevance to the instructional program.
 - b. General selection criteria should include: quality of the overall work and its individual parts, fair and accurate representation of the facts, the reputation and significance of the writer, director, and/or performers.
 - c. Each videotape must give a fair and objective presentation of sensitive subjects at the maturity level of its viewers. In this connection, the ratings adopted by the Motion Picture Association of America will be applied:

G	General Audiences
PG	Parental Guidance suggested
PG-13	Parents strongly cautioned-some material may be inappropriate for children under thirteen
R	Restricted-under seventeen required accompanying parent or adult guardian
NC-17	No one seventeen and under admitted. Not appropriate classroom use.
 - d. The teacher will provide prior notification to the principal and will obtain lawful custodial permission before a video is shown in which these ratings do not fit the age group that will be the viewing audience. At the high school level such notification and permission is required for showing R rated movies, for pupils age 17 and under. At the junior high/middle school level, such notification and permission is required for showing PG-13 movies for pupils 13 and under. At the elementary level, such notification and permission is required for showing PG rated movies.
3. Other media such as CD-ROM, laser disc, and audio tapes, while not a part of the video rating system, should be selected and used applying the same criteria as videotapes.
4. Guidelines for using television programs
 - a. Television programs shall meet the same selection and use criteria listed in 1 and 2 (a), (b) and (d) for videotapes.
 - b. Teachers must consult with librarians/media specialists to insure compliance with current copyright laws regarding use of television programs for classroom instruction.
 - c. Each television program must be selected for age and grade level appropriateness and viewers maturity levels. The following TV Parental Guidelines shall apply to all television programs used with district students:

TVY All Children

This program is designed to be appropriate for all children. Whether animated or live action, the themes and elements in this program are specifically designed for a very young audience, including children from ages 2-6. This program is not expected to frighten younger children.

TVY7 Directed to Older Children

This program is designed for children age 7 and above. It may be more appropriate for children who have acquired the developmental skills needed to distinguish between make-believe and reality. Themes and elements in this program may include mild fantasy violence or comedic violence, or may frighten children under the age of 7. Therefore, parents may wish to consider the suitability of this program for their very young children. Note: For those programs where fantasy violence may be more intense or more combative than other programs in this category, such programs will be designated TV-Y7-FV.

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