

SECTION 294 DISTRICT GUIDELINES FOR USE OF VIDEO

The Purpose for a Video Use Policy is:

1. To inform parents and staff of guidelines (parameters of selection and use of "video" for educational or classroom rewards.
2. To aide and protect the teachers and the district from an increasingly litigious society.
As stated in Policy 290 II
The School Board of the Portage Community Schools, as the governing body of the school district, is legally responsible for all educational materials relating to the operation of the school district.
3. To monitor video use so administration can assist and guide prior to any problem occurring.
4. To insure that parents have the right to be informed and withdraw their own child from materials they find inappropriate.

Any videos having obvious educational value may be shown when appropriate for specific curricular objectives. All videos should be clearly listed in the teacher's lesson plans and must be previewed in their entirety prior to use. Any videos intended for entertainment as part of a co-curricular or after school event, an indoor recess activity, or as a reward for students who have met an educational goal may be shown with prior approval of the principal.

Aside from those videos produced specifically for educational purposes such as public television productions or supplemental videos as part of a textbook adoption, video recordings will have to meet certain rating requirements and have prior approval as outlined below:

Web videos Teacher Tube, You Tube, and other videos posted on the web must be previewed for educational appropriateness and may be shwn at any level with principal notification in lesson plans.

"Unrated" Videos produced prior to 1968 (appropriate to the grade level) may be shown at any level with principal notification in lesson plans.

"G" Rating These video recordings may be shown at any grade level with the principal notification in lesson plans.

"PG" Rating Grades 2-4 with principal (in lesson plans) and parent notification. Parents have the right to withdraw their own child upon notification.
 Grades 5-6 with principal notification in lesson plans. Parents will be asked their opinion as to the use of PG with their own child(ren).
 Grades 7-12 with principal notification in lesson plans.

"PG 13" Rating Grades 7-12 with principal and parent direct (mailed) notification.

"R" Rating Grades 9-12 with the approval of the video review committee and parent direct notification. Parent approval may also be necessary. The video's content and message must be integral to the subject.

"X" or Under no circumstances will "X" or "NC 17" video recordings be shown in the school setting.

"NC 17" Ratings

SECTION 294 DISTRICT GUIDELINES FOR USE OF VIDEO RECORDINGS

* Exceptions to the above listed ratings should be submitted in writing (all "R" rated movies must be submitted by the department or grade level) in writing to the building principal, who will then submit the movie to a review committee. The building principal will select members to the committee including at least 50% teachers and administration. This committee would approve or deny a specific video and determine if it is necessary to notify parents or to require a written parent approval prior to viewing. A specific video needs to be approved only once at any building level. A list of approved videos (by teacher or department) will be compiled and distributed to teachers who should use the list to notify parents).

Principal notification and approval as written above means the principal has knowledge of the video being shown. It does not imply the principal has previewed the video. Teachers are responsible for previewing entire videos (whether the video will be shown in part or in its entirety) and for making sure the video meets curricular objectives. To allow for spontaneity teachers' may amend or add a note to lesson plans at any time when wishing to add a video use that could not have been foreseen at the time of writing their plans.

Staff members making or using video recordings are responsible for following all copyright laws.

Any videos assigned for homework or extra credit must follow the above guidelines.

Parents/guardians not wishing to have their child(ren) participate in viewing a particular video recording may indicate this decision in a note to the principal. The child(ren) will be given a replacement activity or assignment.

1st Reading - August 11, 1997
2nd Reading - August 25, 1997
Approved - August 25, 1997
Revised - June 7, 1999
Revised - January 11, 2010

SECTION 294a - VIDEO REQUEST FORM

PORTAGE COMMUNITY SCHOOLS
Portage, Wisconsin 53901

**VIDEO REVIEW COMMITTEE
REQUEST FORM**

This form is required for any Exceptions to our policy and all "R" rated videos.

Prior approval is necessary.

Teacher _____ Today's date _____.

Date of showing _____ Grade/subject _____.

Title of video _____.

Length of video _____ .

Carefully describe 1) curricular objectives for video; 2) what portion of the video will be shown; and 3) student activities related to the video.

My department or grade level has previewed this entire video and recommend it for approval.
Teacher signature _____.

Video review committee decision: Approved Denied
Should this video require written parental approval prior to viewing Yes No
Review committee members:

SECTION 294b - VIDEO REQUEST FORM

PORTAGE COMMUNITY SCHOOLS
Portage, Wisconsin 53901

VIDEO REQUEST FORM

This form is to be completed by the teacher and approved by the building principal **PRIOR** to the use of any made for entertainment video recording with students that lasts longer than 15 minutes.

This form is **NOT REQUIRED** for video recordings clearly listed in the teachers lesson plans and produced or made available through PBS, parade of programs, Wisconsin Educational Communications Board, Instructional Media Service, CESA 5 or owned by the Portage Community School District.

Prior approval is necessary.

Teacher _____ Today's date _____.

Date of showing _____ Grade/subject _____.

Title of video _____ Rating _____.

Carefully describe 1) curricular objectives for video; 2) what portion of the video will be shown; and 3) student activities related to the video.

I have previewed this entire video and recommend it for approval.
Teacher signature

Principal's approval _____
Date: