

Board of Education Policy 3.6110/3.6120
Administrative Procedure

GUIDELINES FOR THE USE OF VIDEOTAPES
NOT OWNED BY THE CATAWBA COUNTY SCHOOLS

1. Videotapes shown at school must be relevant to the curriculum being studied and appropriate for the age and maturity level of students being taught.
2. All videotapes not owned by the Catawba County Schools must have the prior approval of the principal before they may be shown in the schools. (A prior approval form for the teacher to complete is attached.)
3. Videotapes with a PG rating may be used in elementary schools with the prior approval of parents/guardians. Videotapes with a PG-13 rating may be used in middle schools with the prior approval of parents/guardians. R rated videos are not to be shown in any school. (A sample parental permission letter is attached.)
4. Videotapes that are not owned by the Catawba County Schools must be thoroughly reviewed by the teacher prior to their use.
5. Privately purchased videos 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 be in face-to-face instruction.
6. Rented videos 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 be in face-to-face instruction.
7. Videotapes made by taping off the air for use at school may be used if fair-use guidelines for copyright are followed. A video 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 tape may not be used in school after the forty-five day period that is outlined in the fair-use guidelines. A video taped off of a public broadcast channel generally must be used within seven school days of its broadcast and erased after forty-five days. No videos may be made from cable or satellite television unless specific copy permission is given.

Superintendent's Signature _____ Date _____

REQUEST TO USE VIDEOTAPES NOT OWNED
BY THE CATAWBA COUNTY SCHOOLS

Date: _____

Teacher's Name _____

Title of Videotape _____

Source of Videotape _____ Rental (should be by the school only)
_____ Off-Air Tape (following fair-use guidelines)
_____ Privately Owned (by teacher for classroom use only)
_____ Borrowed from _____
(name of library or institution)

Have you previewed the entire video? _____ Yes _____ No

Rating _____ Parental permission is required: _____ YES _____ NO

When and where will the videotape be shown? Date _____ Time(s) _____
Place _____

I plan to use the above program in my classroom for the following reasons (describe its use in relation to your instructional goals and objectives – be specific):

I have been informed of the appropriate uses of instructional media and fair use guidelines. 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 Catawba County Board of Education policies, procedures and guidelines. The above-named videotape meets all copyright guidelines.

This videotape meets the following criteria:

- This video has been selected because it is appropriate for the unit of study and age group.
- The tape will be used in face-to-face instruction, not for recreation, reward, or entertainment.

Teacher's signature _____ Date _____

Approved: _____
Principal's signature _____ Date _____

SAMPLE LETTER

SCHOOL LETTERHEAD

Date

Dear Parents or Guardians:

Your child is currently involved in studying (describe unit of study). It is my intention to use the videotape (title) on (date or dates) because it (describe the use of the video in relation to your instructional goals and objectives).

This letter is being sent to you in compliance with system guidelines requiring parents/guardians to approve the intended use of videotapes rated (give rating). Please complete the form below, authorizing or exempting your child from the videotape showing. Return the completed form to me. Students exempted from the showing of the videotape will be given an alternative assignment to complete. Should you have any questions regarding the videotape, please contact me.

Sincerely,
(Signature of teacher)

Name of student:

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

_____ I want my child be given an alternative assignment.

Signature of parent or guardian: _____

Date: _____