

## Instruction

**MOUNT PLEASANT COTTAGE SCHOOL UNION FREE SCHOOL DISTRICT****SUBJECT: GUIDELINES FOR OFF-AIR RECORDING OF BROADCAST PROGRAMMING FOR EDUCATIONAL PURPOSES**

The purpose of these guidelines is to provide standards for both owners and users of copyrighted television programs. These guidelines apply only to off-air recording by non-profit education institutions.

- 1) A broadcast program may be recorded off the air simultaneously with broadcast transmission. The program may be retained for a period of forty-five (45) consecutive calendar days after the day of broadcast. Upon conclusion of this period, all off-air recordings must be erased or destroyed immediately.
- 2) During the first ten (10) consecutive school days the off-air recordings may be used once by individual teachers in the course of relevant teaching activities, and repeated once only when instructional reinforcement is necessary.
- 3) Off-air recordings may be made only at the request of and used by individual teachers. A program may be recorded only once for the same teacher.
- 4) A limited number of copies may be reproduced to meet the needs of all the teachers. Each copy shall be subject to the provisions governing the original recording.
- 5) After the first ten (10) consecutive days, off-air recordings may be used only for evaluation purposes; e.g., to determine curriculum needs and possible purchase of the recording.
- 6) An off-air recording need not be used in its entirety; however, alterations may not be made in the original recording.
- 7) All copies of the off-air recording must include the copyright notice from the broadcast program as recorded.
- 8) Educational institutions are expected to establish appropriate control procedures to maintain the integrity of these guidelines.