

MOUNT PLEASANT COTTAGE SCHOOL UNION FREE SCHOOL DISTRICT**SUBJECT: AUDIO VISUAL****Purpose:**

The Mount Pleasant Cottage School District believes that movies, DVD's, videos and other audiovisual materials are important tools in the educational process. At the same time the District believes that the use of movies and videos should be limited so that they are used legally and appropriately in achieving legitimate educational objectives.

Professional educators bear the responsibility to ensure that educational activities and support material are relevant to the curriculum, appropriate for the age and maturity of students, and consistent with specific educational objectives.

The purpose of this policy is to promote the appropriate educational use of audiovisual materials and establish a standard for using audiovisual materials as part of classroom instruction.

Procedure:

All District employees must comply with federal copyright laws, as well as publisher licensing agreements. Audiovisual materials may only be shown in the classroom provided the following "fair use" requirements and copyright laws are satisfied.

Audiovisual materials such as DVD's, videos and off air recordings used in the classroom must be educational, provide a productive use of class time, not cause classroom disruption and be appropriate to the age and maturity of the students.

Use of audiovisual materials must be approved in writing by your building Principal with the inclusion of a lesson plan.

Guidelines:**Mount Pleasant Cottage School will comply with the "fair use" copyright guidelines when using audiovisual materials:**

A copy of the guidelines can be found at <http://www.copyright.gov/circs/circ21.pdf>

- Audiovisual materials must be presented in a teacher-guided, face-to-face learning activity in a classroom.
- The showing of the movie, television program, DVD or video must be directly related to the curriculum and lesson objective.
- Off- air recordings do not need to be used in their entirety.
- Recorded programs may not be altered from their original content.

SUBJECT: AUDIO VISUAL PROCEDURE**Approval and Use of Audio Visual Materials:**

An educator who wants to show any movie, DVD or video must submit a Video Approval Form to your building Principal for approval.

Teachers are responsible for previewing all movies, DVD's, videos and off air recordings prior to showing them to the class, as stated in the employee handbook.

A movie or video with an NC-17, TV-MA rating is prohibited from being viewed in Mount Pleasant Cottage School District Schools. Television programs with a TV-MA rating or movies with an R rating may be shown with approval from the Principal and parental/guardian consent.

Enforcement:

Violations may result in loss of access. The building Principal, on a case-by-case basis, will review each case. Loss of access can vary from one day to six months depending on the severity.

Appeals from staff may be made to the Superintendent.