

## VIDEO USAGE IN CLASSROOMS

This policy should be distributed annually to all professionals and clerical staff in each school building. It should also be distributed to teaching assistants. The signature of each person to whom this policy is given should be secured acknowledging receipt of the same.

It is the policy of the Sturbridge School District to provide the following directions for video use in the education of students:

### I. VIDEO USAGE

- A. Instructional Use: The primary use of videos is for instructional purposes. By law, any video that does not include “public performance rights” (something the Sturbridge School District purchased exclusively for classroom use) must comply with the “fair use”\* provision of copyright law, as outlined in the attachment to this policy statement. This requires that videos:
  - 1. Be used with students in “face-to-face” instruction with the teacher.
  - 2. Be correlated to Sturbridge School District Curriculum Guidelines.
  - 3. Be shown in a normal instructional setting.
  - 4. Not be shown for reward, entertainment, fund raising, or the charging of admission without the purchase of “Public Performance Rights” on file with the building principal.
- B. Non-instructional Use: Only videos that include “public performance rights” may be used for reward and entertainment. The building Principal must approve videos shown solely for reward or entertainment.

### II. VIDEO RATINGS

- A. Sturbridge Elementary School may only show “G” rated videos. (PG movies may be shown to fifth and sixth grade students only with prior approval by the Principal.) Parent/Guardian notification of potential PG video viewing will be included in the student handbook. Any parent/guardian who does not wish his or her students to view PG rated videos should follow the procedure outlined in the student handbook.

### III. VIDEO SOURCES

- A. Any video from a school district catalog media center may be shown to students. (Grade level recommendations should be observed.)
- B. All videos legally purchased by the school media centers may be shown if approved for purchase by a building administrator.
- C. Commercially rented videos may only be shown if the instructor can answer “yes” to lines 1-4 in the Video Usage A Section above and with prior approval of the Principal.
- D. Privately owned videos may not be shown unless approved by a building administrator.

IV. EFFECTIVE VIDEO UTILIZATION

- A. All videos must be previewed by the teacher before showing.
- B. Intended instructional outcomes must be written and filed on related Instructional Plans specifically identifying benchmarks from the Sturbridge School District Curriculum Guidelines to be addressed.
- C. Sound instructional principles that maximize instructional time should always be employed (e.g. show only relevant clips, inform students of the instructional purposes, stop and start video to integrate other instructional activities, use pre/post questions and discussions and assessment, etc.).
  
- D. Use of close-captioning where applicable and available.

\*see attached FAIR USE GUIDELINES FOR EDUCATORS

SOURCE: National School Board Association

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