6Gx53-9.013 VIDEO AND DVD USAGE:

Each school bears the responsibility for implementing the proper use of videos and DVDs. If used properly, these materials can be valuable educational resources. Failure to follow the Polk County Video and DVD Policy may result in disciplinary action, which may include possible termination or legal action.
Prior to showing a video/DVD, these steps must be taken:

1. ALWAYS PREVIEW FIRST.

2. Verify the rating of the item you intend to show. NO **"R"** rated videos/DVDs are appropriate for classroom use. These are forbidden from being shown under any circumstances. The use of **"PG13"** videos/DVDs at the elementary level is not permitted. It is mandatory that parental approval be given before viewing **"PG"** videos/DVDs at the elementary level. Likewise the usage of **"PG13"** videos/DVDs at the middle school level requires parental permission. Get a parental permission form from your media specialist.

3. Document in your lesson plan how the video/DVD directly supports your curriculum-based lesson.

4. If a staff member intends to rent a video/DVD from a local establishment, Section 110 (1) of the copyright law dictates that these videos/DVDs may only be shown for educational purposes in a face-to-face setting, not broadcast over the closed-circuit television system. They may not be shown for entertainment, filler, motivation, or reward, etc. This also applies to employee or student owned videos/DVDs. Any educator who rents a video/DVD for school use must fill out the "Request to Use Rental Video In Classroom" form. This form requires administrative approval, and is available from your media specialist.

5. If a school has not purchased public performance rights for videos/DVDS, no videos or DVDs may be shown over closed-circuit television systems.

6. A broadcast TV program may be recorded off-air from local stations only and retained by the school for 45 calendar days. It may only be used once and repeated once with each class by an individual teacher during the first ten (10) consecutive school days during the 45 day calendar retention period. At the end of the 45 days, it must be erased.

    - Pay services such as out-of-town stations, HBO, Disney, etc., do not fall under these guidelines. Do not bring videos recorded from these services or "R" rated videos on school property.

FURTHER RECOMMENDATIONS TO CONSIDER:

1. Limit the student viewing time of videos/DVDs. It is not necessary to show the entire video/DVD to support your curriculum needs.

2. Be very selective of the content. Videos must be appropriate, relevant, of educational value, and on the students' level.

3. Parents and teachers often have videos they want to share with the students. Be sure these videos meet all the above criteria.

4. Please consult the Cable In the Classroom programming guide for specific information on the retention of certain educational programs. The website is http://www.ciconline.com.

Statutory Authority**:** Florida Statutes 1001.32, 1001.41, 1001.42, 1001.43

Laws Implemented:

Adopted: September 21, 2004

Amended: