

Revised Draft – April 13, 2010

OAK PARK ELEMENTARY SCHOOL DISTRICT #97 BYLAWS & POLICIES

The Board believes that digital and analog video and other audiovisual materials are important tools in the educational process. At the same time, the Board believes that the use of digital and analog video should be limited so that they are used legally and appropriately in achieving legitimate educational objectives. Therefore, it is the Board's purpose to have a policy that promotes the appropriate educational use of digital and analog video in schools by maximizing classroom instructional time, encouraging parental participation in the educational process and fostering community values.

It is District policy to establish course curriculum and work in partnership with parents to promote an appropriate learning environment that reflects community values. Therefore, the following guidelines represent Board policy regarding how and when digital and analog video may be used as an instructional strategy to supplement approved course curriculum.

GUIDELINES

- A. Digital or analog video must be shown in the course of face-to-face teaching activities in a classroom or similar place devoted to instruction.
- B. Digital or analog video used in the classroom must:
 - be limited to specific educational purposes
 - be relevant to the curriculum and specific educational objectives
 - be appropriate to the age and maturity of the students
 - be a productive use of class time
- C. Teachers and other school employees who use digital or analog video must comply with United States Copyright Law and Fair Use guidelines.
- D. Educators desiring to show digital or analog video from network or cable television for instructional purposes shall send a request to the school library/media specialists to record the program at school using the school's resources.
- E. The following digital and analog video is pre-approved for classroom use:
 - Digital or analog video network and cable news programs
 - Digital or analog video included in the district contract with *MOVIE LICENSING USA*
 - Digital or analog video that has passed through the District media center curriculum review process and is housed in the schools' media centers

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- F. A staff member who intends to show a feature length digital or analog video not on the pre-approved list in a classroom or similar place devoted to instruction must preview the proposed material to evaluate its age appropriateness and curricular relevance. The staff member must also receive written approval from the school administrator prior to use in the classroom. The request for approval must include the video's title, curricular relevance, cumulative instructional time used to show the video, and rating of the video.

PARENT/GUARDIAN NOTIFICATION AND WAIVER PARTICIPATION

- A. Classroom presentation of a feature length digital or analog video will require parental/guardian notification at least five (5) school days prior to the classroom presentation. This notification will include the title, curricular relevance, cumulative instructional time used to show the video, and rating of the video.
- B. If a parent/guardian objects to a student's viewing of a digital or analog video and personally communicates such objection to the teacher or administrator, the teacher shall not allow the student to view digital or analog video. The teacher shall provide the student alternate assignments or course work similar to that done by students who view the digital or analog video.
- C. Parents who do not object within the five (5) school day notice period shall be deemed to grant consent for their child's viewing of the digital or analog video. Nothing in this policy grants parents, guardians, students, or school staff the authority to prohibit the showing of an approved digital or analog video based solely on individual objections. However, educators should be sensitive to individual complaints and take all reasonable steps to resolve these complaints equitably and in a manner that would allow the child full participation in the curriculum.

DEFINITIONS

“Analog video” refers to non-digital broadcast TV and non-digital cable TV such as VHS video tapes.

“Broadcast television” refers to any program shown on a broadcast or public television network; i.e., CBS, ABC, NBC, PBS.

“Cable television” refers to any program shown on cable or satellite channel; i.e., any television program on non-network channels.

“Curriculum” refers to course curriculum as established by the District Curriculum Department.

“Digital video” refers to recordings in compressed digital form such as DVDs and internet video clips.

“Feature length” refers to analog or digital video with a running time of 30 minutes or more.

“Instructional television” refers to any television program produced by or shown on a public or instructional television network that is specifically intended for educational use.

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“**Movie/video**” refers to any commercially produced feature-length film, movie, program, or clip thereof, or any videotape, or videotaped portion, of a television program.

“**MPAA Ratings**” refers to the (Motion Picture Association of America) rating system of G = All ages admitted, PG = Some material may not be suitable for all children, P13 = Some material may be inappropriate for children under 13, R = Under 17 requires an accompanying adult.

“**News program**” refers to any full-length network or cable news program, or videotaped portion thereof, produced for the primary purpose of objectively reporting the news; i.e., daily or nightly news shows such as those broadcast by CBS, NBC, ABC, FOX, CNN.

“**Short Length**” refers to analog or digital video with a running time of less than 30 minutes.

“**TV Parental Guidelines**” refers to the television rating system of TV-Y = All children, TV-Y7 = Directed to children 7 and older, TV-Y7-FV = Directed to children 7 and older, TV-G = General Audiences.