

## POLICY 4185

### Use of Video/Digital Media Materials

- A. Digital media should be used legally and appropriately to achieve educational objectives.
1. Rented or privately owned digital media: All District employees must comply with federal copyright laws, as well as publisher licensing agreements. Rented or privately owned digital media may only be shown in the classroom provided that the media's producer or distributor has granted a "fair use" exception and that the following "fair use" requirements are satisfied:
    - a. The digital media must be shown in the course of face-to-face teaching activities in a classroom or similar place devoted to instruction and be directly related to the curriculum and lesson objectives.
  2. Programs from the internet or television: Educators showing programs from the internet or television for instructional purposes must follow the copyright conditions provided by the producer of the program.
  3. Appropriate use of digital media:
    - a. Educators bear responsibility to ensure that educational activities and support materials are relevant to the curriculum, appropriate for the age and maturity of students, and consistent with specific educational objectives and compliant with all related policies.
    - b. District and state approved digital media (available through the District media contact) constitute a primary resource of digital support materials and should be considered first by teachers who want to use digital media in the classroom.
    - c. Educators planning to use any digital media not approved by the Utah Instructional Media Consortium shall preview the entire product prior to showing the digital media in the classroom.
    - d. Educators shall obtain the written approval of the administrator prior to showing a full-length movie or episode at least one week prior to the date of the intended showing.

- e. Upon receiving approval from the administrator, educators may show the full length movie or episode in a classroom according to the following guidelines:
    - 1) Media with a G rating may be shown to any grade K-12 with teacher discretion.
    - 2) Media with a PG rating may be shown in grades K-12 with administrator approval and parent notification as outlined in the policy.
    - 3) Media with a PG-13 rating may only be shown to students in grades 8-12 with administrator approval and parent notification as outlined in this policy.
    - 4) No movie, or digital media or excerpt from a movie, digital media with an "R," "NC 17," or "X" rating will be shown for any purpose in Box Elder School District schools. Educators permitting the viewing of such materials by students are subject to disciplinary action including termination.
    - 5) No video game with a rating of T, M, or AO may be accessed for any school sponsored activity in grades K-7. No video game with a rating of M, or AO may be accessed for any school sponsored activity in grades 8-12.
    - 6) Notification to parents could be included in the disclosure provided for the course
  - f. If the digital media, movie, or episode is unrated but contains material that a parent might consider inappropriate for their student, or if the media carries a warning of parental discretion, administrator approval must be obtained and parents must be notified at least five school days prior to the media being shown.
  - g. Parents must be given the opportunity to withhold their student(s) from viewing any movie, episode, or digital media based on the notification guidelines listed above. If a student is excused from viewing the media, the educator must provide a meaningful alternative activity.
- B. An educator, student or parent may seek review of a decision by the administrator by submitting a written appeal in accordance with the appeals process established at the school.

Request to Show Movie

Teacher \_\_\_\_\_ Class or

Course \_\_\_\_\_ Date \_\_\_\_\_

Date Movie to be Shown \_\_\_\_\_ Movie Title

\_\_\_\_\_

MPG Rating \_\_\_\_\_ Movie Length \_\_\_\_\_ Class time to be Used for

Movie \_\_\_\_\_ Where Movie Obtained

\_\_\_\_\_ Describe the  
educational concept covered or to be addressed by the movie:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Describe the educational activities that have lead up to the movie:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Describe the educational activities to follow the movie:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Describe how the educational value and objectives of the movie will be assessed:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Principal's Authorization**

Policy 4185  
Amended  
March 11, 2020  
First Reading  
June 11, 2025  
Second Reading  
July 9, 2025

**Approved:** \_\_\_\_\_

**Signature:** \_\_\_\_\_