



*...the educational prism through which students realize meaning and purpose in their lives...*

**TO: Members, Board of Education  
Dr. Constance Collins, Superintendent**

**FROM: Chris Jasculca**

**RE: Adoption of Policies**

**DATE: April 27, 2010**

During the meeting on April 13, 2010, the District 97 Board of Education conducted a review of the following policies:

- Revised draft of the Instructional Digital and Analog Video policy
- Preliminary draft of a revised Copyrights policy

These policies were vetted by the policy committee (Rance Clouser, Jim Gates and Chris Jasculca) and revised using information provided by Neola and members of the Administrative Leadership team to ensure they are legally compliant and in alignment with the district's role and responsibilities to deliver a high-quality education to the children of Oak Park.

In response to the questions and comments raised by the Board members at the meeting on April 13, additional revisions were made to the following policies:

#### **Instructional Digital and Analog Video**

- The word network was changed to broadcast throughout the policy to maintain consistency in the language used in the policy and align with the definitions provided at the end of the policy.
- In the Guidelines section, the fourth bullet point (**be a productive use of class time**) listed under item B was deleted because the Board believes this requirement is covered by the other three bullet points, which are:
  - 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
- In the Guidelines section, item D was changed from:

Educators desiring to show digital or analog video from broadcast 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.

to:

Educators desiring to show digital or analog video from broadcast or cable television for instructional purposes shall, **if possible**, send a request to the school library/media specialists to record the program at school using the school's resources.



- In the first sentence of item F in the Guidelines section and the first sentence of item A in the Parent/Guardian Notification and Waiver Participation section, the phrase **running time of 30 minutes or more** was added in parentheses after the phrase **feature length** to further define how much time is associated with this type of video.
- In the Definitions section, the definition of “digital video” was changed from:

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

to:

refers to recordings in compressed digital form such as DVDs, **digital cable or satellite programming**, and internet video clips.

## Copyrights

In the Intellectual Property Rights section, the following changes were made:

- School Board was changed to Board to maintain consistency with the district’s other Board policies.
- The second sentence was changed from:

When textbooks or other instructional materials are developed by the staff members outside the contractual relationship with the District and at no expense to the District, the District relinquished any claim to ownership or copyright.

to:

When textbooks, **instructional materials and audiovisual materials** are developed by the staff members outside the contractual relationship with the District and at no expense to the District, the District relinquishes any claim to ownership or copyright.

Attached are the policies that feature recommended changes from the committee. Revisions to these policies are in bold text. The policies were made available for review by the general public via the Policies/Publications page (<http://www.op97.k12.il.us/boe/policies.html>) on the district’s Web site.

The policies are being presented to the Board tonight for adoption.

Attachments:

- Instructional Digital and Analog Video policy (policy number will be assigned by Neola following adoption)
- Copyrights policy (will replace existing Board policy 2531)