

# Procedure for Use of Copyrighted Video/Television Programs in Instructional Settings

Procedure Number: 3230-P

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## PROCEDURE FOR USE OF COPYRIGHTED VIDEO/TELEVISION PROGRAMS IN INSTRUCTIONAL SETTINGS

Educators may need to use videotapes/television programs for face-to-face instruction that relate directly to or supplement the *North Carolina Standard Course of Study*. They are not to be used as fill-ins, entertainment, or for covering classes.

1. Videos to be shown at school should be rented in the school's name, not the individual teacher's name.
2. Privately purchased videos are sold with a home use only agreement, not with audience rights. However, a 1985 interpretation by the NC Attorney General reaffirms that such an application would be permissible for educators under Section 110 (1). Use of parent-owned or student-owned commercial videos in classrooms is discouraged. Other educational agency videos, (i.e. public library, state library, Department of Public Instruction) are acquired through predetermined selection procedures. These titles would be permissible under Section 110 (1) and appropriate for the audiences specified. Site-based decisions govern their level of use. Page 4 of 7

### Middle School/High School: Video Use

Rated videotapes or DVDs (PG, PG-13, R) used in instructional settings including before/after school programs, field trips, enrichment activities, summer programs and other OCS school events must be preceded by permission from the principal and the parent-signed approval forms for the class if any student in the class does not meet the age requirement. If all students meet the age requirement, but the content is controversial, permission slips are recommended. Permission slips must be kept on file. Rated media in the school collection must be clearly marked with precautions including the reasons for restriction (i.e. language, sex, violence).

If a student does not have permission to view a PG, PG-13, or R-rated video, the teacher must give that student a non-penalized alternative. NC-17 movies (No One/Child 17 and under admitted") are not allowed.

### Elementary Schools: Video Use

**Rated videotapes or DVDs at the elementary school and used in instructional settings including before/after school programs, field trips, enrichment activities, summer programs and other OCS school events must be G-rated. Closed circuit transmission of videos is permissible in an instructional setting when the conditions of Section 110 (1) are met as determined by the interpretation from the NC Attorney General.**

**School-produced videotapes should be confined to use for the designated purpose. Viewing outside the school premises (i.e. web sites, multimedia presentations, civic meetings, field trips) requires administrative approval and parental consent of the students filmed.**

Emergency use of irrelevant videos is not in compliance with Section 110 (1).

Substitute teacher's use of video should be in keeping with the teacher's lesson plan.

**These guidelines also apply to movies used for entertainment or reward.**

**PARENT OR GUARDIAN FILM/VIDEO PERMISSION FORM**

Date: \_\_\_\_\_

Check the appropriate box:

- Edited
- Unedited
- Excerpt(s)

Dear Parent/Guardian:

During the coming weeks, your student is scheduled to view \_\_\_\_\_  
\_\_\_\_\_.

(Title of film/video)

Films and videos rated PG, PG-13, or R require the specific prior permission of the principal and the parent/guardian of the student viewing the material. This film/video has been previewed by the classroom teacher with the intended student audience's age, ability level, and maturity in mind. It has been selected for the following reasons:  
(e.g. worth of the film/video, instructional objectives which the film/video promotes):


Some individuals, however, may find the film/video objectionable due to the following:  
(e.g. language, content)


Please complete the following permission form and return it to:

\_\_\_\_\_  
(Teacher's Name)

By \_\_\_\_\_  
(Date)

**Principal's Approval:** \_\_\_\_\_  
*Should you withhold permission an appropriate, alternative activity will be provided for your child.*

**PARENT OR GUARDIAN FILM/VIDEO PERMISSION FORM**

My child, \_\_\_\_\_

- Has
- Does not have

my permission to view the film/video \_\_\_\_\_

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date