

# AUDIOVISUAL MATERIALS USE POLICY

## WHAT'S NEW for 2003-2004?

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- The Audiovisual Materials Use Policy #6100 (which saw various drafts) has been approved by the Board and is now in effect. The final policy is significantly different from earlier drafts.
- The policy covers both commercial and locally produced materials used in the classroom, on field trips or in before-and-after care programs.
- The Guidelines which accompany the policy are to be made a part of the Principal's Handbook.
- The highlights of the policy include:
  - Use of audiovisual materials must adhere to federal copyright law.
  - MPAA ratings should be used as a guideline whenever possible but the policy does not require grade level adherence to ratings as did the first draft of the policy.
  - Prior to showing a full-length feature film (such as *Lord of the Rings*), teachers must complete Form #2238 and submit it to the school administration so it can be made available for parent review. Videos such as National Geographic's *Colonial America* which are not full-length feature films do not require notification.
  - Administrators must make the file of these forms available to parents & provide them with Form #2238A to request an alternate assignment.
  - The purpose of the School Audiovisual Review Committee is to address materials only if and when they are questioned as to appropriateness. Form #2237 should be used for this purpose.

## What you NEED TO DO!

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- Destroy all previous draft copies of the policy
- Inform teachers of this policy and its requirements
- Develop procedures to obtain information from teachers about full-length feature film prior to their being shown.
- Develop timelines and procedures for keeping this file updated.
- **Make sure that parents are aware of the process by which they can review the file of full-length feature films to be shown and request an alternate assignment if they desire.**
- Adhere to copyright law. Inservice on this topic will be provided at a later date.

## WHAT WILL HAPPEN if you don't?

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- You and your teachers will be in violation of this district policy

## WHO needs to know?

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1. Administrators
2. Teachers
3. Parents

## CONTACT

LEARNING RESOURCES & INSTRUCTIONAL MATERIALS DEPARTMENT  
754 321-3320