

**THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA
AUDIOVISUAL MATERIALS USE GUIDELINES**

POLICY

Purpose

The purpose of the policy is to establish clear direction and consistent procedures for the use of audiovisual materials for student instruction and classroom use. These resources are to be used for curricular purposes, not for entertainment. Audiovisual materials include both commercially and student/staff produced materials. They include materials used on field trips or in Before and After School Child Care programs at the school. The guidelines that clarify the policy are to be made a part of the Principals' Handbook.

Requirements

All instructional resources, including audiovisual materials, must:

- be consistent with School Board of Broward County policies, educational goals, and the objectives of specific courses and/or activities;
- be consistent with Florida Statutes 1006.34(2)(b), and relevant to the Sunshine State Standards;
- adhere to federal and state copyright laws, including but not limited to Public Law 94-533, The Copyright Act and School Board of Broward County Policy #6318; and
- reflect the best teaching practices based on age appropriateness and instructional relevance.

GUIDELINES

DEFINITION

Audiovisual materials are those nonprint materials (such as videocassettes, CD-ROMs, and DVDs) that need specific hardware to be played or accessed.

RESPONSIBILITY

Responsibility for the use of audiovisual materials within the school includes assuring their quality, relevance to the learning task, age appropriateness, and adherence to copyright laws.

Principal

As instructional leader, the principal has overall responsibility for the materials used in the school and classroom. This includes materials that are purchased for school collections, provided by agencies outside the local school, brought in by parents or non-educators, rented from commercial enterprises, or produced by students or faculty for use in the school. The principal is responsible for creating and implementing procedures to assure that audiovisual materials used in the school conform to Policy #6100, including appointing a school Audiovisual Materials Review Committee, as the need arises.

Teachers

Teachers are directly responsible for those materials used in their classroom, whether from sources inside or outside the school or produced by or for the students.

School Audiovisual Materials Review Committee

From time to time, materials from within the school collection may need to be evaluated to determine their relevancy to instruction or retention in the school collection. Materials coming from outside sources may need to be evaluated as they come into the school. A committee from the school community must be convened, as needed, to determine the disposition of audiovisual materials that are questioned.

The committee, appointed by the principal, should be composed of five people including an administrator, a teacher, the media specialist and a parent, whenever possible. The remaining members should have expertise in the area of immediate concern, so the committee may change as needed.

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Selection of Audiovisual Materials

- Audiovisual materials selected for student instruction and classroom use must be age appropriate and relevant to the specific instructional goal. When available, the MPAA (Motion Picture Association of America) ratings should be used to guide decisions about audience appropriateness.
- Audiovisual materials in the school collection and those selected for use from outside the school collection must be selected based on personal preview, reviews or recommendations from professional literature, or have been recommended for use by the District.

Procedures and Best Practices for Use of Audiovisual Materials

The usage of audiovisual materials from inside or outside the school collection must:

- meet principal or designee approval prior to use with students;
- exhibit a clear educational purpose;
- be previewed in their entirety prior to being shown to students by the teacher using the resource, with special attention paid to assuring that language, theme, violence, and content are consistent with the

The committee should use the Audiovisual Materials Review Committee Report form to determine the disposition of the item in question.

SELECTION

Materials to be used in the instruction of students must be carefully selected for their quality and relevance to the instructional goals.

Professionally recognized criteria for the selection of audiovisual materials include:

- authority – qualifications of the author
- appropriateness of content to users – concepts are presented at the users' developmental level
- scope – purpose, depth of coverage, uniqueness
- accuracy – opinions distinguished from facts, timely, impartial
- treatment – gets the users' attention, free of stereotyping, appropriate to the situation in which it will be used
- arrangement and organization – content flows logically, arrangement facilitates use
- literary merit – theme, organization, credibility, unity of literary elements
- instructional design – meets expectations of learner or teacher, encourages problem solving, understanding of ideas
- special features – maps, charts, illustrations, glossaries, teacher's guides, bibliographies

USE OF AUDIOVISUAL MATERIALS

Audiovisual materials, even those contained in the school collection or provided by the district, must be previewed by the teacher prior to use with students for content and relevance.

- School collections contain a wide variety of resources. They may be relevant to the school's curriculum, but not to every grade level or instructional objective.
- Materials from outside the school collection need even closer scrutiny prior to showing since the criteria used for their selection is unknown.
- Materials shown must be consistent with the maturity level of the viewers and be scrutinized carefully for appropriate language, theme, violence, and content.

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maturity level of the students who will be viewing the material;

- be a legally acquired copy; and
- sustain review by the school audiovisual review committee, if concern arises.

A list of full-length feature films to be shown must be maintained in the school's office and made available for parent review. Each school must notify parents of the process and procedures for review of the list and commentary.

Responsibility

The principal is responsible for the use of all instructional materials within the school. The teacher is responsible for use within the specific classroom.

Strategies must be developed for parents to know what full-length feature films are to be shown to their children. Using the Full-length Feature Films To Be Used For Classroom Instruction form, each teacher must provide this information to the school administrator who will maintain a file in the front office for parent review. Parents who do not wish their children to view the film should complete the Parent/Guardian Request For Alternate Assignment form. The school must communicate this information to parents, using the school opening packet, newsletter, web site, or other method of assuring parental awareness.

SOURCES OF AUDIOVISUAL MATERIALS USED IN INSTRUCTION

Materials may include, but not be limited to those:

- purchased by a teacher, media specialist, or administrator in the school
- purchased to support an adopted textbook
- provided or recommended by a district department
- donated by a parent, community member, organization, etc.

Materials from outside sources may include, but may not be limited to those from:

- the teacher's personal collection
- parents or guest speakers
- agencies delivering services to the school, such as Before and After School Child Care
- rentals
- district units such as Media Resource Center or BECON
- the public library or other lending agencies

COPYRIGHT ADHERENCE

All materials used in Broward County schools, whether from school collections or outside sources, must be used in accordance with federal and state copyright laws, including but not limited to PL 94-533, The Copyright Act.

The Educators' Quick and Essential Guide to Copyright provides some basic information and must be closely adhered to. All employees must be familiar with Fair Use guidelines, which provide some exemptions for educators. Media specialists should be asked to provide copyright inservice annually.