
INSTRUCTIONAL AND NON-INSTRUCTIONAL USE OF VIDEOS AND FILMS PROCEDURE (INS-P020)

Clarksville-Montgomery County School System

1.0 SCOPE:

- 1.1 This procedure outlines video utilization, usage and ratings that are followed by teachers and building administrators for video selection for viewing by students.

The online version of this policy is official.
Therefore, all printed versions of this document are unofficial copies.

2.0 RESPONSIBILITY:

- 2.1 Teachers
- 2.2 Building Administrators
- 2.3 Level Directors

3.0 APPROVAL AUTHORITY:

- 3.1 Chief Academic Officer

4.0 DEFINITIONS:

- 4.1 Video/Movie Rating: see Attachment B

5.0 PROCEDURE:

5.1 Effective Video Utilization:

- 5.1.1 All videos must be previewed by the teacher before showing.
- 5.1.2 Intended instructional objectives must be written in the lesson plan.
- 5.1.3 Sound instructional principles that maximize instructional time should always be employed (e.g. show only relevant clips, inform students of the instructional purpose, stop and start video to integrate other instructional activities, use pre/post questions and discussions and assessments, etc.)
- 5.1.4 The duration/length of the video or film clip will be included as appropriate in the request for approval to show the film and the lesson plan.

5.2 Video Usage:

- 5.2.1 Instructional use: The primary use of videos is for instructional purposes. By law, any video that does not include "public performance rights" must comply with the "fair use" provision of copyright law. This requires that videos
 - 5.2.1.1 Be used with students in direct instruction with the teacher.
 - 5.2.1.2 Be correlated to instructional objectives.
 - 5.2.1.3 Be shown in a normal instructional setting (not in large group settings such as in a theater or gym).

INSTRUCTIONAL AND NON-INSTRUCTIONAL USE OF VIDEOS AND FILMS PROCEDURE (INS-P020)

Clarksville-Montgomery County School System

5.2.1.4 Not be shown for reward, entertainment, fund raising, or the charging of admission.

5.2.2 Non-Instructional use: Only videos that include “public performance rights” may be used for reward and entertainment. Videos shown solely for reward or entertainment must be approved by the building administrator.

5.3 Video Ratings:

5.3.1 Elementary Schools may show G, TV-Y, TV-Y7 and TV-G rated videos without parental permission.

5.3.1.1 PG videos may be shown with written parental permission (ref. INS-F044) and building administrator permission (ref. INS-F045).

5.3.2 Middle Schools may show G, TV-Y, TV-Y7 and TV-G rated videos without parental permission.

5.3.2.1 PG, PG-13, TV-14 videos may be shown with written parental permission (ref. INS-F044) and building administrator permission (ref. INS-F045).

5.3.3 High Schools may show G, PG, TV-Y, TV-Y7 and TV-G rated videos without parental permission.

5.3.3.1 PG-13, R, TV-14 and TV-MA videos may be shown with written parental permission (ref. INS-F044) and building administrator permission (ref. INS-F045).

5.3.4 Non-rated videos, not part of a school’s library, must be approved by a building administrator (ref-INS-F045).

6.0 PERFORMANCE MEASURES:

6.1 Instructional objectives are met.

7.0 INTERACTIONS:

7.1 Parents

8.0 ASSOCIATED DOCUMENTS:

8.1 Permission Slips: [INS-F044](#), [INS-F045](#)

8.2 Copyright laws

9.0 RECORD RETENTION TABLE:

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
Parental and Building Administrator Permission Slips	School Office	Current school year	Discard as Desire	Locked Building

**INSTRUCTIONAL AND NON-INSTRUCTIONAL USE OF VIDEOS AND
FILMS PROCEDURE (INS-P020)**

Clarksville-Montgomery County School System

10.0 REVISION HISTORY:

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
6/24/08		Initial Release
12/12/22		Logo updated, changed "face to face" to accommodate virtual school

*** * * E n d o f P r o c e d u r e * * ***