

USE OF VIDEO AND AUDIO RECORDINGS

Definition: A *video recording* is any media presented in video or digital format, in part or in its entirety.

Definition: An *audio recording* is any media presented in audio or digital format, in part or in its entirety.

General School Use of Recordings

1. Current copyright laws must be followed when using any video or audio recording.
2. Publicly broadcast television programs may be used for educational purposes. However, the recordings must be shown within 10 days of the broadcast and may only be retained for an additional 45 days for evaluation purposes.
3. The District will purchase an annual “Movie Copyright Compliance Site License” which allows an unlimited number of legal exhibitions of all commercial recordings. This license allows recordings to be shown legally anywhere in our District facilities.

Classroom Use of Commercially – Produced Recordings

All recordings must be carefully previewed and evaluated by the teacher before they are used with students. Professional judgment in assessing age appropriateness for the educational environment must be exercised when selecting recordings for classroom use. Further, there must be a direct connection between the recording and curricular content currently being taught in the classroom. Recordings should not be used for reward and/or entertainment purposes only.

Teachers must preview recordings for offensive language and inappropriate content.

1. Recordings shown to students must adhere to the following rating guidelines:
 - a. Elementary Grades (4K-5) Rated G
 - b. Middle School Grades (6-8) Rated PG
 - c. High School Grades (9-12) Rated PG-13
2. The District recognizes that on occasion unique circumstances dictate that a waiver from the above regulations be granted so that a recording can be shown to younger students. In any such case, approval must be granted by the building principal prior to gaining permission from parents/guardians.
3. Parents/guardians must receive one week advance written notice when teachers plan to use commercial recordings that are beyond the threshold for the age group, as outlined above. Such notice must include an accurate description of the contents of the recording, why the recording is being used and information about where it may be obtained/rented for parent/guardian review. At the high school level, a list of all video recordings to be used in a course may be distributed to parents/guardians at the beginning of the course.

4. Unrated commercial video recordings released following 1967 and video recordings which have an NC-17 (No Children under 17 years of age) or X rating may not be shown to students at any school at any time in the District.
5. Unrated commercial video recordings introduced prior to the introduction of the Motion Picture Association of America's rating system in 1968 may be used, but special care must be taken to ensure that such recordings are appropriate for the age and maturity of the students who will view them.
6. Audio recordings/games are also subject to rating systems and should not be used if rated for mature audiences, or contain explicit language.
7. Parents/guardians may request that in lieu of viewing a recording as described in items (1) or (2) above, their child be given a meaningful, related alternative activity associated with the same learning objective.
8. Objections to or complaints concerning the use of a specific recording may be made in accordance with the Board's policy on handling concerns about educational materials.

Student/staff produced recordings must be recorded under strict guidelines and must be previewed before being shown in any district class. Students are expected to abide by the following specific guidelines when developing videos to show in the classroom:

1. No weapons or real guns are allowed to be shown in the video. If a student needs to represent a weapon because of a plot, it must be an obvious prop and receive prior permission from the teacher.
2. Students are expected to use appropriate language in their video.
3. All content should be consistent with what is appropriate for the classroom. What is permissible on television may not be permissible for the classroom. Teacher/supervisor judgment is required.
4. All drug, alcohol, and tobacco references must be done responsibly and with prior permission from the teacher.
5. The video must have credits either before or after the film.
6. All dialogue must be clear and understood.
7. If a student breaks the law when preparing and/or showing the video, the video will be turned over to the appropriate law enforcement agency.
8. All copyright laws will be followed and enforced.

Legal Ref.: Section 943.70 Wisconsin Statutes (Computer Crimes)
PL 94-553 Federal Copyright Law of 1976 [17 USC]

Local Ref.: Policy #771 – Copyright Compliance
Policy #771.1 – Steps for Obtaining Permission to Copyright
Policy #872 – Request for Reconsideration of Instructional Materials
Policy #872 Form – Citizens Request for Reconsideration of Instructional Materials