

## **POLICY RATIONALE**

This policy, which sets guidelines for the use of multimedia in the classrooms of the Caldwell School District, is based on a firm belief that parents must be guaranteed the opportunity of letting their values be known and that teachers must be guaranteed the flexibility of using multimedia in the instruction of students. This policy is designed to keep avenues of communication open; parent to teacher, teacher to parent. There is no substitute for the exercise of the professional judgment of teachers and for the power of providing correct, timely information to parents.

Teachers are encouraged to include, in their course outlines or descriptions, the titles of multimedia presentations which are routinely used as part of their classes and, where required by policy, to solicit signatures for parent permission before using.

This policy is not intended to restrict the use of multimedia presentations developed by teachers to augment their lectures or instruction when the presentations do not contain commercially produced materials.

## **GENERAL GUIDELINES**

Multimedia presentations are powerful tools when used in the instructional process. If the material contained in the multimedia presentation is selected by the teacher as a direct enhancement to the content of the curriculum, it can expand the classroom beyond its four physical walls. Professional judgment needs to be exercised to ensure that the amount of class time devoted to the use of multimedia is in proportion to its educational benefit.

Multimedia presentations, shown during instructional time, must have a direct connection to the course content and curriculum of the class. The showing of unlicensed multimedia, strictly as entertainment, is in violation of copyright law and is prohibited.

Not all multimedia is appropriate for all age and maturity levels of students. The teacher and principal share responsibility in determining the suitability of the content.

### **“HOME USE ONLY” DESIGNATION (PRIVATELY PURCHASED MULTIMEDIA)**

Unless video recordings are sold or rented with public performance rights or are licensed for public performance, they should be considered “home use only” and should be restricted to private showings in the home to a “normal circle of a family and its social acquaintances.” The only exception to this is the “face-to-face teaching exemption.”

The “face-to-face teaching exemption” allows the lawful use of “home use only” video recordings for public performance or display without the permission of the copyright owner if, and only if, the performance or display is in the course of direct teaching activities and devoted to instruction (not entertainment, incentive or reward). Only the teacher who has directly linked

the video recording to the classroom instruction is exempt. Other classrooms who want to view the video recording and do not have a direct link to their curriculum can not share in the viewing.

### **RATINGS AND PARENTAL NOTIFICATION/PERMISSION**

The rating assigned to multimedia, regardless of the content, should be a guide as to whether student viewing is appropriate. (It should be noted that standards for video/movie ratings have changed over time.) Therefore, it is the policy of the Caldwell School District that:

- G General Audiences. “Film contains no materials most parents are likely to consider objectionable even for younger children.” G-rated may be shown at all grade levels. No parent/guardian notification or permission required.
- PG Parental Guidance Suggested. “Rating cautions parents they might consider some material unsuitable for children. It urges parents to inquire about the film before deciding on attendance.” PG-rated may be shown at all grade levels.
- **Grades K-5**, PG rated must have prior written parental permission
  - **Grades 6-8**, parental notification is required but written parental permission is not necessary.

PG-13 Parental Guidance. “Parental guidance is suggested for children under the age of 13.” PG-13 rated may be shown in grades 6-12 under the following conditions:

- **Grades 6-8**, Fast forwarded PG-13 rated multimedia may be shown:
  1. If it has been pre-approved by the building principal,
  2. If prior written approval is received from parents, and
  3. If the multimedia has either been commercially edited for educational use.

Copyright law does not allow physical editing but allows fast forwarding past segments of the multimedia as per the professional judgment of the teacher.

- **Grades 9-12**, multimedia rated PG-13 must have parental notification but written parental permission is not necessary.

Parents/guardians must be notified in writing at least five (5) school days prior to the use of multimedia in the classroom. Notification must include the name of the multimedia, format, topic, relevance to the curriculum, date(s) of showing and class periods. Requests should be made five (5) days prior to the date of the proposed showing. Signed written permission is required depending on the grade and rating on the multimedia (see above). When this is required, a student cannot participate in the presentation without a form signed by the parent/guardian returned to the teacher. All notification must make it clear that parents are

welcomed guests to any presentation in the classroom. The teacher shall provide a quality educational experience for those students not participating.

### **TEACHER GUIDELINES**

1. **All** multimedia (all ratings) to be used in the classroom must be formally requested in writing (Ex. 615 Multimedia Request Form) to the principal by the teacher. The request will include the name of the multimedia, format, topic, relevance to the curriculum, date(s) of showing and class periods. Requests to the principal should be made ten (10) days prior to the date of the proposed showing.
2. Teachers shall select multimedia which is appropriate to the age and grade level of the students.
3. Teachers shall select multimedia presentations which are congruent with the curriculum of the course.
4. When using a multimedia, primary responsibility for the instruction and supervision of students is retained by the teacher.
5. Staff members of the Caldwell School District are expected to observe the copyright laws of the United States and Policy #661 Copyrighted Materials in their use of multimedia.
6. If a student is involved in arranging a multimedia presentation for the classroom or school, the student must make a formal request in writing to the teacher who will be sponsoring the presentation. The teacher will then follow the process as outlined.

### **DENIAL OR GRIEVANCE**

If the written multimedia request is denied by the principal, the teacher may request in writing a meeting with the superintendent, or designee, and the principal. The meeting shall be held no later than five (5) school days from the date the written request for the meeting is received by the superintendent's office. In the event that the teacher is not satisfied with the findings of the superintendent, or designee, the teacher may request in writing a review of the denial by the Board of Trustees. The review by the Board of Trustees will take place no later than the next regularly scheduled board meeting. The final determination will be made by the Board of Trustees.

If a parent/guardian or patron has a grievance following any multimedia presentation, a conference may be scheduled with the teacher and building principal. In the event the issue is not satisfactorily resolved as a result of this review at the building level, a meeting with the superintendent, or designee, may be requested in writing. This meeting shall be held no later than five (5) school days from the date the written request for the meeting is received by the superintendent's office. In the event that the findings of the superintendent are not accepted, a review by the Board of Trustees may be requested in writing. The review by the Board of

Trustees will take place no later than the next regularly scheduled board meeting. The final determination will be made by the Board of Trustees.



Exhibit 615 Multimedia Presentation Request Form

**ADOPTED:** March 21, 1994

**REVISED:** May 9, 2005