

## 2540 - AUDIO VISUAL USE

The purpose of this policy is to establish consistent procedures for the use of AV materials including films, videos, CD's, etc. for classroom instruction. The instructor(s) bears the responsibility for full compliance with the following policy.

- A. The instructional use of audio visual materials must:
  - 1. support and be consistent with Board education goals, policies, and specific course objectives;
  - 2. adhere to copyright laws (see Copyright: A Guide to Information and Resources by Gary Becker, previously provided to each school);
  - 3. reflect best teaching practices based on age appropriateness and instructional relevance.
  
- B. Audio visual instructional materials must:
  - 1. withstand a school level review and/or selection process;
  - 2. undergo close scrutiny prior to use. It is the instructor's responsibility to view and/or listen to materials, assuring compliance with this policy.
  
- C. Videos from outside the school collection must:
  - 1. have the approval of the principal or designee prior to student viewing;
  - 2. not have the R, X, or NC-17 rating. The showing of these videos is prohibited in the District. (Reference: F.S. 1006.34(2)(b), 847.012)

The District audio visual use policy must be included in the teacher handbook and be reviewed annually. New personnel and/or substitute teachers must be apprised of the policy upon assignment to the school. Each school must establish a procedure to ensure compliance with the District audio visual use policy.

Requests for exceptions to this policy may be granted by the Board. Requests must be submitted in writing at least thirty (30) days in advance of the planned viewing. The request must contain the rationale for the exception and be approved by the principal, area superintendent, and Superintendent prior to submission to the Board. If the exception is approved by the Board, parents/legal guardians must grant permission in writing before their child(ren) will be allowed to view the material.

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## **2531 - COPYRIGHTED WORKS**

The Board directs its staff to use copyrighted works only to the extent that the law permits. The Board recognizes that Federal law applies to public school districts and the staff must, therefore, avoid acts of copyright infringement under penalty of law.

In order to help the staff abide by the laws set forth in Title 17 of the United States Code, the Board directs the Superintendent to provide administrative procedures regarding the copying and distribution of copyrighted materials for instructional purposes and for the appropriate use of copyrighted material on the Board's web site.

Because the Board hosts a web site and stores information on it at the direction of users, it is classified as an on-line service provider for copyright purposes. In order to limit the Board's liability relating to material/information residing, at the direction of a user, on its system or network, the Board directs the Superintendent to annually appoint an individual as the agent to receive notification of claimed infringement. A link to the agent's name, mailing address, telephone number, fax number, and e-mail address shall appear on the home page of the Board's web site. Such contact information, along with the appropriate filing fee, shall also be provided to the Copyright Office of the Library of Congress.

Additionally, the agent's name, mailing address, telephone number, fax number, and e-mail address shall be included in the student handbook for each school.

The agent shall be responsible for investigating and responding to any complaints.

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