

## Guidelines for Showing Films in the Classroom

The Wake County Public School System supports the strategic use of media to enhance the instructional program. Federal legal guidelines have been established to facilitate appropriate selection and utilization of the medium. Individual faculty/staff members and building administrators have the responsibility for implementing these guidelines.

**By law, when a teacher shows any film that does not include “public performance rights” he or she must comply with the “Fair Use” provision and Chapter 1, Section 110 of the U.S. Copyright Act. The following is a summary of the guidelines from those documents. Films shown in school must:**

- Be used by teachers in the course of “face to face” instruction with students
- Be **directly** related to the curriculum and the **current** instruction
- Be correlated to instructional objectives
- Be shown in the normal instructional setting
- Be “lawfully” made: the teacher has not duplicated a copy in violation of Fair Use, without the permission of the copyright holder.
- Not be used for extra-curricular, reward, recreation, or before or after school use.
- Not be used for fund-raising. No admission should be charged for a film showing.

Films other than those from the school library media center, grade level/department collections, or Wake County School System’s central video collection must have prior approval from the principal or designee before broadcast for student viewing.

Please see your media specialist if you have questions about fair use.

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### What does this mean for my classroom?

*In regards to films borrowed from the school library media center, grade level/department collections, privately purchased, or rented by teachers:*

- Follow the above Fair Use provisions.
- Use of feature films, not originally intended for educational use, can cause problems even when they are used appropriately in the school setting. Movies not rated G have some material to which a parent may object. You should consider the content of the film, the age and maturity of the students, its importance to the curriculum and the preparation the students have had beforehand. If all students meet the age requirement but the content is controversial, permission slips are recommended. Extreme care should be used when you consider showing films rated PG-13 or R.
- Remember to send a parent permission letter prior to showing a film for the following:
  - **Elementary: Any film that does not have a G rating**

- **Middle/High: Any film in which all students do not meet the age requirement of the MPAA rating.**
- Permission letters should be kept on file by the teacher.

*In regards to off-air taping:*

- If you tape a video from a regular, commercial, or “free” network you must apply the Fair Use guidelines. The video may be shown once within ten consecutive school days, and may be repeated once within the same ten-day period.
- There are no fair use rights for exclusively cable channels (A&E, Disney, History channel, etc.). Taping of these programs must be researched on the basis of granted rights for each program. (program rights may found at Cable in the Classroom Online <http://www.ciconline.org>)

*In regards to effective instructional use of films and other media:*

- Select titles that are aligned with the NCSCOS or school-based curriculum.
- Carefully choose segments of a film that are applicable to the instructional content. It is not recommended to show a film in its entirety.
- Introduce the film and explain the curricular connection.
- Pause to stop the film to emphasize points and to encourage interaction.
- Provide a culminating or follow-up activity to reinforce the instructional content.

*In regards to persons other than WCPSS instructional staff:*

- **Parents, students, or guest speakers showing a film in the classroom must also complete the Prior Approval form and co-sign with the teacher and principal or designee.**



## REQUEST FOR PRIOR APPROVAL For Showing Films in School

Films other than those from the school library media center, grade level/department collections, or Wake County School System's central video collection must have prior approval from the principal or designee before broadcast for student viewing.

Teacher: \_\_\_\_\_ Date of Request \_\_\_\_\_

Title of Film: \_\_\_\_\_

Source of Film:

- Video Rental Store
- Taped Off-Air (Date taped \_\_\_\_\_)
- Privately owned by Teacher
- Other

MPAA Rating: \_\_\_\_\_

Learning Objective: (Correlated to NCSCOS or school-based curriculum)

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Amount of the movie/video to be shown  entire film  \_\_\_\_\_ minutes

Film Contains (check all that apply)

- objectionable language
- sexuality
- violence
- other \_\_\_\_\_
- none of the above

Excerpt Contains (check all that apply)

- objectionable language
- sexuality
- violence
- other \_\_\_\_\_
- none of the above

Will a parent permission form be sent out?

Yes

No

(Attach copy of letter to send to parents)

I have previewed this video in its entirety and find it appropriate to my classroom instructional program.

\_\_\_\_\_  
Teacher's Signature

\_\_\_\_\_  
Prior Approval Granted

\_\_\_\_\_  
Prior Approval Denied

\_\_\_\_\_  
Principal or Designee's Signature

## Sample Permission Letter to Parents for Showing Films

Dear Parent/Guardian:

Your child is currently studying \_\_\_\_\_ as part of his/her coursework in \_\_\_\_\_ class. To reinforce your child's learning experience/understanding of \_\_\_\_\_, I am planning to show (the film / excerpts of the film) \_\_\_\_\_ on \_\_\_\_\_.

Though the film is rated (fill in rating), I am convinced of its learning value. The (PG, PG-13, R) rating is due to \_\_\_\_\_. (The excerpts I will be showing \_\_\_ do \_\_\_ do not contain the objectionable material.) I can assure you that the film will be shown in appropriate context, including discussion and activities before and after viewing.

Please complete the form below either authorizing or exempting your child from viewing the film. Students who do not view this film will be given a relevant and appropriate alternative assignment.

Feel free to phone or email if you have questions.

Sincerely,

Email:

Phone:

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### Please complete the following:

Name of Student \_\_\_\_\_

\_\_\_ My child may participate in this activity

\_\_\_ My child may not participate in this activity

Signature: \_\_\_\_\_