

Clark County School District  
**Guidelines for Instructional Use of Electronic Media**

*This document was printed from Document View in the CCSD Curriculum Engine and is intended to support the curriculum of the Clark County School District. Only electronic versions are controlled.*

---

In conformance with P.L. 94-553 and Title 17 of the United States Code, the following procedures have been established for the use and retention of films, videotapes, broadcast television, and other audiovisual media. These procedures are intended to protect the Clark County School District and its employees against liability for copyright infringement. Many videotaped/recorded materials are protected by copyright. Unauthorized copying and use may be prohibited and punishable by law.

Instructors within the Clark County School District should consider very carefully the appropriateness of the use of any commercially produced electronic media.

### **Basics Regarding Classroom Use of Commercial Films and Electronic Media**

Films are rated by the Motion Picture Association of America with the following categories:

*G*     *General Audiences*

*PG*    *Parental Guidance Suggested*

*PG-13* *Parents Strongly Cautioned (May not be Suitable for Children Under 13)*

*R*     *Restricted*

- Motion pictures must be used for educational purposes.
- Motion pictures rated *G* may be considered appropriate for use at any level within the district if there is a direct correlation to the teaching standard(s).
- Motion pictures rated *PG* may be shown to students in grades 7-12, but only after securing written parental permission.
- Electronic Media rated *PG-13* or *R* shall not be shown to students at any grade level within the district under any circumstances. This means no portion of *PG-13* or *R* rated media may be used including clips of a movie.

### **Procedures for Possible Use of Nonrated or *PG* Rated Films**

Instructors who are considering the possible use of a *PG* rated film should proceed as follows:

- Be certain that there is no other more appropriate material available to achieve the instructional purpose.
- Consider why the film is rated *PG*, giving equal concern to violence and language as well as sexual explicitness.
- The principal must approve any *PG* or nonrated film before it is shown. Discuss the use of the film with your building principal and secure his/her approval.

Electronic Media available through the CCSD Educational Media Center has been approved for use with the grade levels indicated in the listing. Media requiring parental consent or other restrictions are listed in the district's online listings.

*This document was printed from Document View in the CCSD Curriculum Engine and is intended to support the curriculum of the Clark County School District. Only electronic versions are controlled.*

---

### **Guidelines for Off-Air Videotaping of Broadcast Programming**

Circular 21, Reproduction of Copyrighted Works by Educators and Librarians (published by the United States Copyright Office) sets forth the entire text of the official guidelines for off-air recording of broadcast programming for educational purposes. Circular 21 may be found online at <http://www.copyright.gov/circs/circ21.pdf>. Administrators, teachers, and librarians should review Circular 21.

- Recordings may be used only for relevant teaching activities.
- A broadcast program may be recorded off-air simultaneously with the broadcast transmission (including simultaneous cable transmission). Broadcast programs are television programs transmitted by television stations for reception by the general public without charge. Copying programs from pay television services is prohibited.
- Teachers may record or request that a program be recorded at school once.
- A program may be recorded only once for the same teacher, regardless of how many times that program is broadcasted.
- Recordings may not be made in anticipation of requests (i.e., the librarian may not tape a program in anticipation that a teacher might request it).
- A teacher may show a recording one time to each of his/her classes within ten (10) consecutive school days after taping. Recordings may be repeated once in any given class for instructional reinforcement during this ten-day period.
- After the first ten (10) consecutive school days, the recording may be used only for evaluation purposes by the teacher.
- Recordings may be retained for a total of forty-five (45) calendar days after the date of recording. Programs must be erased at the end of the forty-five (45) day retention period.
- Recorded programs may only be shown to students in the presence of their teacher (i.e., they may not be sent to the library to view taped programs in the absence of the teacher).
- Recordings need not be used in their entirety, but the recorded programs may not be altered from their original content.
- All copies of the recordings must include the copyright notice on the broadcast program as recorded.
- The school principal must establish appropriate control procedures to maintain the integrity of the above guidelines.

### **Guidelines for Classroom Use of Public Broadcast Programs (Vegas PBS)**

PBS has negotiated varying degrees of extended taping rights for educators. Extended educational rights of a year for the majority of PBS prime-time and children's programs have been made available to PK-12 schools. Therefore, in general, teachers may record public broadcast programs on Vegas PBS and play it back to the class within one year of the record date, and then it must be erased. There are exceptions to this general rule. Teachers should consult Vegas PBS if there are questions.

Clark County School District  
**Guidelines for Instructional Use of Electronic Media**

*This document was printed from Document View in the CCSD Curriculum Engine and is intended to support the curriculum of the Clark County School District. Only electronic versions are controlled.*

---

### **Guidelines for Classroom Use of ITPS Closed Circuit Channels 2, 7, 9, 11**

The rights for ITV programs are aired during the instructional day by the Television Services Department vary widely. These rights range from single use of the program, to unlimited rights for the life of the videotapes, to unlimited rights over several years. These rights are generally listed on the ITV special announcing the airing of the program. If you have any questions regarding taping rights, call the Department of Television Services.

### **Additional Guidelines for Classroom Use of Electronic Media**

- Electronic media (i.e., videos, films, DVDs, CD-ROMSs) that are not cleared for public performance, include *For Home Use Only* media, may only be shown as part of a systematic course of instruction in face-to-face teaching activities in the classroom or other similar place of instruction and not for recreational or entertainment purposes. The performance or display must be of a legally acquired copy of the work. Media used must be in alignment with course standards. Generally, the use of films should be limited to appropriate portions or *clips* rather than having students watch entire films during class time.
- The audiovisual fair use assessment set forth above may be broken down into five required elements: it must be for a nonprofit educational use; the audiovisual display must be in a classroom or similar place; only instructors and pupils may be involved in the display; the use must be in fact-to-face teaching activities and be directly related to the curriculum being taught; and the audiovisual work must be a legally acquired copy.
- The school principal is responsible for monitoring the housing and use of audiovisual media to make sure his/her school is in compliance with these procedures.
- Fair Use Guidelines for Education Multimedia may be found online at <http://www.ccumc.org/mc/page.do?sitePageId=116006&orgId=ccumc>. This nonlegislative report was adopted by the Subcommittee on Courts and Intellectual Property, Committee on Judiciary, U.S. House of Representatives, in September 1996. Administrators, teachers, and librarians should review the educational multimedia guidelines.