

VIDEO AND DIGITAL TOOLS IN THE CLASSROOM

Use of films or film clips (i.e., online video, videotapes, DVDs, cable channel broadcast, hereinafter, *films*) as well as digital tools (i.e., apps and any other website or resource students access electronically, hereinafter, *digital tools*) need to be considered carefully before being used in the classroom. Before they are used with students, all films and digital tools must be carefully previewed in full and evaluated by the teacher that they meet identified learning objectives. Professional judgment must always be exercised when selecting films and digital tools for classroom use and copyright guidelines should be followed. Building Principals are responsible for the implementation of this policy within their school.

Films:

1. Films must be selected and assigned to give support directly to instructional learning objectives contained within the district curriculum. All films greater than ten minutes in length must be approved by the Building Principal and families must sign a permission slip prior to the film being shown to students. Videos and digital media that are explicitly written into the district curriculum do not further approval.
2. Films shall not be used for recreation or entertainment during instructional times or for other than planned instructional purposes unless deemed appropriate in regards to an ongoing program by the Building Principal. When films will be shown during a field trip, Building Principals must submit the Film Approval Form with the Field Trip Form to Central Office.
3. Films should be shown in a way that only the video itself is being seen by students (full screen) and no other content from on-line platforms (Netflix, YouTube, etc.) are shown such as “other suggested videos”. Educators must exercise good care when using personal on-line streaming accounts to only allow students to see and access the film or clips previewed by the Teacher and approved by the Building Principal.
4. Acknowledging Fair Use Guidelines, classroom use of a copyrighted film is permissible only when **all** of the following conditions are met:
 - The performance must be shown by instructors or by pupils.
 - The performance is in connection with face-to-face teaching activities.
 - The entire audience is involved in the teaching activity.
 - The entire audience is in the same room or same general area.
 - The teaching activities are conducted by a non-profit educational institution.
 - The performance is of a legally obtained copyrighted work.

Digital Tools:

Before digital tools are used with students, they must be reviewed and evaluated by both the content coordinator (such as the ELA Coordinator) and by the Director of Technology. The content coordinator would evaluate the alignment of the digital tool to the district curriculum. The Director of Technology would evaluate the need for a data privacy agreement and obtain such an agreement

as required under CT Public Act 16-189 *An Act Concerning Student Data Privacy* and CT Public Act 17-200 *An Act Making Revisions to the Student Data Privacy Act of 2016*. Educators should not allow students to use any digital tool that is not specifically referenced as a resource in district curriculum documents without first obtaining approval from the Director of Technology. All digital tools referenced within the approved district curriculum have already been approved by the Director of Technology. Educators can initiate the review process by completing the electronic form on the staff portion of the district website.

Legal References:

Publication 94-553; The Copyright Act of 1976, 17 U.S.C., 101 et seq. and 1980 amendments.
Sections 17 U.S.C. § 106 and 17 U.S.C. § 106A, the fair use of a copyrighted work
Technology, Education and Copyright Harmonization (TEACH) Act 2001-2002 S.487.ES
CT Public Act 16-189 *An Act Concerning Student Data Privacy*
CT Public Act 17-200 *An Act Making Revisions to the Student Data Privacy Act of 2016*

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NORWICH PUBLIC SCHOOLS
NORWICH, CONNECTICUT

Policy No. 6177
ADDENDUM

MUST BE COMPLETED FOR VIDEOS/FILMS THAT ARE GREATER THAN 10 MINUTES

Name of Teacher _____ Grade _____

Name of Film _____ Rating _____

Objective for use of film. (State connection to curriculum.)

Film source (check one):

- Home/Rental Personal Streaming Service Other _____
 Online (e.g. YouTube) School Library

Alternative activity for students who will not view film.

By signing below, you acknowledge reviewing, understanding and complying with Board of Education Policy 6177.

Teacher Signature

Date

By signing below, you acknowledge reviewing, understanding and complying with Board of Education Policy 6177 and your approval of the use of the film.

Building Principal Signature

Date

Teacher: Retain a copy of this form and the returned permission slips in your class for the school year.
Principal: Retrain a copy of this form in the school office for the school year.

[TO BE PRINTED ON SCHOOL LETTERHEAD]

Date _____

Dear Parent/Guardian:

This letter is to inform you that the film _____

(Rating: _____) will be shown to my class on _____.

The purpose of the film is

Please sign below and have your child return this letter to me before the film is shown. If you do not want your child to view the film, an alternative academic activity will be provided during this time.

Sincerely,

Classroom Teacher

Date _____

Name of Child _____

(Check one)

I give permission for my child to view the above-mentioned film.

I DO NOT give permission for my child to view the above-mentioned film.

Parent/Guardian Signature: _____

Embedding Videos in Google Slides

Teachers and staff may want to use Google Slides as a tool to share videos with students since it can be used to show only specific portions of a video without ads or suggested videos. This works with YouTube and downloaded videos. It will not work with streaming services such as Netflix or Amazon.

Steps:

1. In Google Drive, create a new Google slideshow
2. Click on Insert, then Video
3. Add a video via URL, YouTube, or a downloaded video in Google Drive
4. Select Format Options - a menu will open on the right hand side
5. Select Video Playback
6. Choose specific start and end times