

VIDEO IN THE CLASSROOM

Use of films or film clips (i.e., online video, videotapes, DVDs, cable channel broadcast, hereinafter, *films*) in the classroom.

Before they are shown to students, all films or clips must be carefully previewed in full and evaluated by the teacher that they meet identified learning objectives. Good taste and professional judgment must always be exercised when selecting films for classroom use and copyright guidelines should be followed. For online video access via YouTube or other online site that is normally blocked by district filters, staff should access the [YouTube Video Use Form](#) (via district's Intranet) at least seven (7) days prior to use. Use of personal video streaming accounts via network transmission is prohibited.

1. Films must be selected and assigned to give support directly to instructional learning objectives contained within the Board-approved curriculum.
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 a building administrator.
3. 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.

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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 (Distance Learning)  
Article: Streaming While Teaching: The Legality of Using Person Streaming Video Accounts for the Classroom  
<http://digitalcommons.tourolaw.edu/scholarlyworks/567/>

**NORWICH PUBLIC SCHOOLS**  
**NORWICH, CONNECTICUT**

Policy No. 6177  
ADDENDUM

**MUST BE COMPLETED FOR VIDEOS THAT DO NOT HAVE A G RATING**

In addition to following the instruction guidelines on page 1, all staff should complete and submit this form to the building principal and/or assistant principal if the film has a rating other than G. When your request is approved, it will be returned to your mailbox. All requests must be made at least three (3) days prior to use.

Name of Teacher \_\_\_\_\_ Grade \_\_\_\_\_

Name of Film \_\_\_\_\_ Rating \_\_\_\_\_

Objective for use of film. (State this information in your plan book)

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Film source (check one):

- Home/Rental                       Science Kit                       Other \_\_\_\_\_  
 Online (e.g. YouTube)     School Library

If you have students whose parents do not wish them to view this film, inform your principal of the academic activity they will be involved in during the viewing time.

Date Requested \_\_\_\_\_ Date Approved \_\_\_\_\_

Date Denied \_\_\_\_\_ Principal's Signature \_\_\_\_\_

Please list the date on which permission slips regarding this film will be sent home to parents/guardians.

\_\_\_\_\_ Date

Teacher: Retain a copy of this form in your class 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

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If you do ***not*** wish to have your child view this film, please sign below and have your child return this letter to me before the film is shown. If this is the case, I will have him/her involved in an alternative academic activity during this time. Thank you.

Sincerely,

Classroom Teacher

Date \_\_\_\_\_

Name of Child \_\_\_\_\_

I do not wish to have my child view the above-mentioned film with his/her class.

Parent/Guardian Signature

If you would like this information translated into Spanish, Haitian Creole or Chinese, please contact Sheila Osko – 860.823.4205 ext. 2509  
Si a usted le gustaría esta información traducida al español, criollo haitiano o chino, sírvase contactar a Sheila Osko – 860.823. 4205 ext. 2509  
Si ou ta renmen enfomasyon sa tradui an Español, Kreyól Ayisyen oubyen Chinwa, tanpri kontakte Sheila Osko – 860.823.4205 ext. 2509

如果您想这些资料翻译成西班牙文，海地语或中文，请联系 Sheila Osko 860.823.4205 ext. 2509