VIDEO APPROVAL PROCEDURES AND FORM

**Policies for use of videos in the classroom:**

**Policy:** It is the policy of Fairmount Elementary School that teacher shall exercise good judgment in the selection of all media, specifically video clips, used in the classroom.  This is particularly important when supplemental materials such as videos are used. The follow are prescribed guidelines for the use of all types of videos including educationally produced videos, commercial movies, and programs that have been recorded from television broadcasts. POP CLIPS ARE NOT INCLUDED IN THEIR POLICY. Teachers may utilize UNITED STREAMING clips at any time, for instructional use, without administrative permission.

**PROCEDURES FOR USE OF VIDEO IN THE CLASSROOM**

1. Video Preview – Classroom teachers must preview the entire video if the whole video will be shown to a class. If clips will be shown, the teacher will preview the clips.
2. Relevance to Curriculum – Course objectives and relevant content standards will be included on **BOTH** the Video Approval From and Parental Permission for Video viewing for video Viewing Form when used.
3. Meaningful Use of Instructional Time – If objectives can be met without showing an entire video, then **only** the relevant section(s) should be shown. In this case, teachers should ensure that only the intended video “clip” is viewed.
4. Grade Level (Age) Appropriateness – the ratings and grade  levels included in their policy must  be adhered to when using commercially produced movies and TV programs or clips of movies  or TV program in the classroom whether these movies and programs are rented from a movie rental store or obtained from another source.
5. Administrative Permission and Parent Notification – the information given to administrators and parents should include the titles, subject of the movies, and course objective to be met; one week is the minimum amount of time required for notification. The form provided with this policy must be completed completely and submitted with your monthly maps.

**Good instructional Use of Videos** – Sound instructional practices are necessary for successful use of video in the classroom. Some of these are:

* presenting background information to emphasize the content and purpose of viewing; using viewing guides
* stopping and starting the video for emphasis and analysis
* using clips of videos to emphasize certain concepts
* utilizing follow – up activities and discussion to summarize the concepts learned.