

Lansing High School Guidelines for Showing Films In the Classroom

Any faculty/staff member of Lansing High School showing a film that does *not* include "public performance rights" must comply with the "Fair Use" provision and Chapter 1, Section 110 of the U.S. Copyright Act (see <http://www.copyright.gov/title17/chapter01.pdf> for complete Act):. The following is a summary of these guidelines

- Be used by teachers/staff members in the course of "face to face" instruction with students.
- Be **directly** related to the curriculum.
- Meet instructional objectives.
- Not be used for a reward or recreation unless "public performance rights" have been obtained.
- Not be used for fund-raising.
- No illegal copies should be used.
- Programs recorded from network or cable television should be retained according to the guidelines set out by the owner of the program.
- All programs not owned by the school must be previewed by the teacher prior to use and teachers are strongly encouraged to preview all media as well.

Steps for Using Videos in the Classroom

Before any video is used in the classroom the following steps must be followed:

1. Fill out "Request for Film Use in Classroom" form.
2. Submit form *in advance* to department head for approval.
3. If approved, department head will forward form to Librarian for approval.
4. Librarian will return a copy of approved form to teacher in advance to usage of film. A master copy will be maintained on file in the library.
5. Teacher will send video permission slips home to parent/guardian prior to viewing (if applicable). Teachers will maintain possession of the permission slips. Permission slips are only necessary if films are rated PG-13 or R.

In the event a video is not approved by the Librarian, the teacher may appeal to the Films in the Classroom Committee for reconsideration. Any decisions rendered on this issue by the committee are final.

ALL STEPS MUST BE COMPLETED BEFORE FILM IS USED.

***All forms are available at the VirtualLibrarian under "Teacher Resources".**

Request for Film Use in Classroom

Lansing High School

Date _____

Teacher _____

Title of and year of Film: _____

Origin of tape or DVD:

____ owned by dept. ____ LHS Library ____ rental ____ recorded from TV ____ other

Have you previewed this film? ____ yes ____ no

When do you plan to show this film (approx. dates)? _____

Amount of film to be shown: ____ entire film ____ excerpts

Film is rated ____ for (check all that apply):

____ adult language ____ sexuality

____ violence ____ illicit drug or alcohol use

____ other (explain)

Briefly describe the relevance of this video to your curriculum unit, and your goals for learners:

Dept. chair ____ approve ____ disapprove

Signature and date: _____

Librarian ____ approve ____ disapprove

Signature and date: _____

Explanation of denial: _____

Teacher signature and date of appeal to committee by teacher (if applicable):

Committee ____ approve ____ disapprove

Signature and date: _____

Explanation of denial: _____

**Lansing High School
Movie/Video Permission Form**

Request Date: _____

Teacher Name: _____

Name of Movie/Video: _____

Rating on Movie/Video: _____

Reason for showing the Movie/Video: _____

Date of viewing: _____

Teacher Signature: _____

Student Name: _____

Parent/Guardian Approval: _____

**Lansing High School
Movie/Video Permission Form**

Request Date: _____

Teacher Name: _____

Name of Movie/Video: _____

Rating on Movie/Video: _____

Reason for showing the Movie/Video: _____

Date of viewing: _____

Teacher Signature: _____

Student Name: _____

Parent/Guardian Approval: _____

Dear Parents,

Our school requires parental permission for your student to view movies that are used in our curriculum, or that are selected by our teachers, which are rated PG-13 or R.

We believe showing your son or daughter full-length movies such as _____ enables them to benefit from another medium as a resource in their study of current events and history.

Movies, along with our hands-on activities such as reading, in-class discussion groups, and research projects, give students a well-rounded opportunity to discover the world of history. Movies go beyond dry facts and help bring events "alive."

Be assured that we will use proper discretion when showing full-length movies.

Thank you for taking the time to read and sign this permission form.

Sincerely,

Principal/Teacher

Name of Movie: _____

Date of Movie: _____

Movie Rating: _____

Student Name _____

____ Yes, I give my son/daughter permission to view curriculum and school appropriate full-length movies rated PG-13 or R.

____ No, I do not give my son/daughter permission to view curriculum and school appropriate full-length movies of the types mentioned in this letter. I understand alternate learning experiences will be provided for my child while the movie is being watched.

Guardian signature/date

Annual Movie/Video Permission

Dear Parents,

During the course of the _____ school year we plan to show PG/PG-13/R rated movies in full or as excerpts to enhance our class curriculum.
(circle all that apply)

Our school requires parental permission for your student to view movies that are used in our curriculum, or selected by our teachers, which are rated PG-13 or R.

We believe showing your son or daughter movies such as *Born on the Fourth of July*, *JFK*, and *Glory* enables them to benefit from another medium as a resource in their study of current events and history.

Movies, along with our hands-on activities such as reading, in-class discussion groups, and research projects, give students a well-rounded opportunity to discover the world of history. Movies go beyond dry facts and help bring events "alive."

Be assured that we will use proper discretion when showing these movies.

Thank you for taking the time to read and sign this permission form.

Sincerely,

Principal/Teacher

Please fill out and return the bottom portion of this form.

Student Name _____

____ Yes, I give my son/daughter permission to view curriculum and school appropriate full-length movies rated PG-13 or R for the _____ school year.

____ No, I do not give my son/daughter permission to view curriculum and school appropriate full-length movies of the types mentioned in this letter. I understand alternate learning experiences will be provided for my child while the movie is being watched.

Guardian signature/date
