

## Video Presentation Guidelines

### American Library Association video guidelines for classrooms

The Troup County School System has developed parameters for use of video presentations.

Classroom use is permitted for "face to face" teaching activities only (i.e., direct instruction), and not for entertainment, reward, motivation, or fund raising. (Any video presentation used for those purposes requires the purchase of public performance rights.)

Personally-owned or rented video media (CD's, DVD's, VHS, etc.) may not be used in the schools. If a teacher wishes to donate a video to the school, it must be accompanied by appropriate Georgia Performance Standards and must be evaluated by the building media committee for approval before it may be used.

Use of videos by substitute teachers should conform to these standards:  
Emergency lesson plans may include a pre-approved Video Approval Form.  
A viewing guide / student activity must be included in the lesson plan for use by the substitute.

Department chairs or grade leaders may create a list of video programs by course/subject area that may be approved for use.

An administrator must approve any video material presented by an outside speaker or guest.

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A Video Approval Form must be completed and approved by a school administrator prior to the use of video in the classroom. (See [Video Usage Guidelines](#).)

For a **Video Approval Form** that you can fill in online and then print out, [click here](#).  
[Open or save the document, then use the TAB key to go from item to item.]

For a **Video Approval Form** that you can print out and fill in by hand, [click here](#).  
[Use your browser's BACK button to return to this page.]

The following guidelines govern the selection and use of video presentations in the classroom for instructional purposes.

#### CATEGORIES

Purchased Media  
Public Broadcasting  
Streaming Video

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#### **Purchased Media**

Elementary:

Only G-rated movies may be purchased by elementary schools. The building media committee should evaluate any movie that is not rated for its educational merit.

In elementary schools written administrative approval may be obtained for the showing of selected portions of movies rated PG or PG-13, provided that they are part of a specific unit of study (e.g., Discipline Based Arts Education).

Middle School/High School:

At the middle school level instructors should be informed of the following Motion Picture Association of America ratings:

PG- PARENTAL GUIDANCE (Some material may not be suitable for preteenagers)

PG-13 - (Parents are urged to give special guidance for viewing by children under 13. Some material may be inappropriate for children.)

The building media committee should approve selection and/or purchase of movies with these ratings. Documentation of the evaluation process must be maintained on file.

Movies with these ratings obtained through interlibrary loan must have written administrative approval.

It is the responsibility of the classroom teacher utilizing a movie rated PG or PG-13 to ensure the instructional value of the activity.

No movies rated R or higher may be shown.

NOTE: Videos submitted for donation to schools must be accompanied by applicable Georgia Performance Standards.

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## **Public Broadcasting**

Digital Education Channel

Georgia Public Broadcasting launched its new digital education channel on October 1, 2008. This new channel, GPB Knowledge, is available throughout the state of Georgia and replaced their previous delivery method of GPB Satellite Programming Education (formerly PeachStar Satellite Programming). The Satellite delivery became inoperable on December 18, 2008. However, much of the content has been made available through GPB Education Streaming and the GPB Digital Library On-Demand (<http://www.gpb.org/digitallibrary>), as well as on their new broadcast channel, GPB Knowledge. Educators have the same recording rights as before\*.

To receive GPB Educational programs, educators have the option of:

- live viewing on GPB Knowledge (on television)
- downloading from GPB Education Streaming to their computers for later viewing
- storing on portable devices for more convenient viewing (i.e., flash drives or burning to CDs).

Schools will receive GPB Knowledge via:

cable television  
commercial satellite  
or by tuning a digital receiver to 8.3 for their new digital channel, GPB Knowledge.

GPB Education Streaming will continue to provide On-Demand delivery of over 5,000 full-length videos with segments and educator resources. Visit [www.gpb.org/education](http://www.gpb.org/education) for more information, and to see a complete list of all GPB Education programs. (Schedule at <http://www.gpb.org/gpbknowledge>)

**\*Record Rights**

Georgia schools have the right to record all Georgia Public Broadcasting programs and use for school purposes for one year from air date. This includes programs from the state-wide Georgia Public Broadcasting signal as well as closed circuit satellite delivered programs. Check the Program Deletion List (<http://66.110.202.40/media/pdf/07Aug430-Program-Deletion.pdf>) for programs whose rights have expired. Those tapes will need to be deleted from your library.

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## **Streaming Video**

Discovery Education Streaming

<http://streaming.discoveryeducation.com/index.cfm?location=gpb>

Discovery Education Streaming provides searchable, scientifically proven, standards-based digital resources for teachers, students, and parents that make a positive impact on student learning. Each school has a passcode which should be shared with teachers who will use it to enter the site and then create their own identities. (If you don't know your school's passcode, please contact Kristy Patterson.) Videos should not be viewed directly from the site, but should be downloaded and saved to the local hard drive of the teacher's computer for viewing.

Permitted and Prohibited Uses

a. Use for Educational, Non-Commercial Purposes Only.

Subscriber and its Users may use the Website and the Content for bona fide educational and research purposes only, and may not use them in any commercial or for-profit manner. Discovery Education reserves the right, in its sole and absolute discretion, to limit Subscriber's and/or any Users' use of the Website in the event that Discovery Education, in its sole and absolute discretion, deems Subscriber's and/or such Users' use thereof to be inconsistent with educational and research purposes, and/or inconsistent with these Terms of Use.

b. Downloading of Content.

Users may download, for noncommercial instructional use, including for lesson plans, copies of (i) images and (ii) videos and video clips designated on the website as downloadable. Copies must be deleted or erased after use or expiration of the Term, whichever occurs first. Such downloading shall be for individual User convenience only, and Users may not (1) systematically download any of the Content, (2) create distribution "libraries", or (3) transfer,

sell, rent, display, or exhibit any of the Content to any third party outside of the Community (as defined in the Subscriber Agreement).

c. Editing Content.

Users may edit videos and video clips designated on the Website as editable, solely in connection with classroom or other school-related projects. Such videos and video clips, as edited by User, as well as any work containing User-edited videos or video clips, may not contain any libelous or unlawful materials or content or any commercial advertising materials, will not infringe upon any party's proprietary rights, including but not limited to statutory or common-law copyright, trademark and right of privacy, and may not violate any law, regulation or right of any kind whatsoever or give rise to any actionable claim or liability.

User must maintain all copyright, trademark and proprietary notices included with, attached to or embedded all editable videos and video clips without modification, obstruction or deletion.

The Content may include certain ancillary educational materials, such as student activity sheets, blackline masters and teachers' guides ("Ancillary Materials"). User may modify, alter and revise the Ancillary Materials to meet specific instructional needs, provided that the following statement is prominently displayed on all such revised Ancillary Materials, in addition to any other proprietary notices, and with the understanding that Discovery Education or its content provider shall continue to own the Ancillary Materials: "Revised with the permission of Discovery Education. Discovery Education and its content providers are not responsible for the content or accuracy of the revision".

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Except as expressly set forth herein, neither Subscriber nor the Users may (i) copy, reproduce, alter, modify, transmit, perform, create derivative works of, publish, sub-license, distribute, or circulate the Website, the Content, or any portion thereof; (ii) disassemble, decompile, or reverse engineer the Website or any portion thereof, or use a robot, spider, or any similar device to copy or catalog the Content or any portion thereof; (iii) take any actions, whether intentional or unintentional, that may circumvent, disable, damage or impair the Website's or the Content's control or security systems, nor allow or assist a third party to do so; or (iv) use the Content in a manner that disparages the Website, the Content or Discovery Education or its content providers, or in any manner that Discovery Education may, in its sole discretion, deem inappropriate.

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