

Ganado Elementary School

VIDEO APPROVAL PROCEDURES AND FORM

Policy for Use of Videos in the Classroom:

It is the policy of Ganado Elementary School that teachers shall exercise good judgment in the selection of all media 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.

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 Form and Parental Permission 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 in regards to videos/movies must be adhered to when using commercially produced movies, TV programs, and clips of movies in the classroom.
5. **Administrative Permission and Parent Notification** – the information given to administrators should include the titles, subject of the movies, and course objective to be met by viewing the video/movie. The form provided with this policy must be completed completely and submitted to Principal one week prior to viewing.
6. **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; Utilization of 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.

VIDEO MEDIA APPROVAL FORM

Teacher's Name _____

Date _____

Expected Video Viewing Date _____

Video Rating _____

Approximate Number of Minutes of Video, Video Clip, or Movie to be shown: _____

Title of Video/Movie: _____

What are the course objectives and TEKS to be met by the use of this video?

Please describe (or attach) activities that will be used during the video/movie and list any follow-up activities that will then be used to enhance the instructional value of the video/movie:

I certify that I have followed Federal Copyright Law.

Teacher signature _____

Administrator approval: _____

Date: Approved: _____