

GUIDELINES FOR THE USE OF VIDEOTAPES IN THE CLASSROOM

1. Guidelines for the selection of videotapes and DVDs (Videos) purchased for instructional use are as follows:

a. Lawfully purchased (NOT RENTED) shall be selected according to criteria under CCBOE Policy IFBD and related procedure.

b. Video purchases shall be considered on the basis of the following:

- overall purpose
- timeliness, permanence, and relevance to today's world
- appropriate level of user/popular appeal
- importance of subject matter
- quality of writing/production
- contribution to the objectives of the instructional program
- factual content
- authoritativeness
- format
- cost

c. Videos must not be used for recreation and / or entertainment.

d. Videos carrying the "FOR HOME USE ONLY" label may only be used when the intended use meets all four of the following conditions:

- must be in the course of "face-to-face" teaching activities – simultaneous presence of teacher and students in the same general place
- must take place in a classroom or other place of instruction in a nonprofit educational institution
- must be a legally made or acquired copy of the work.

• instruction must be led by students or teachers of the institution. (Simpson 53)

e. Videos must be directly related to the curriculum and keyed to specific performance objectives contained in Columbia County course guides.

2. Guidelines for the selection of instructional rented and / or borrowed videotapes are as follows:

a. Only lawfully made rented or borrowed videos may be used, this excludes the use of dubbed copies of commercially available videos.

b. Videotapes for rent or loan shall be considered on the basis of the following:

- overall purpose
- timeliness, permanence, and relevance to today's world
- appropriate level of user/popular appeal
- importance of subject matter
- quality of writing/production
- contribution to the objectives of the instructional program
- factual content
- authoritativeness
- format
- cost
- Videotapes must not be used for recreation/entertainment.

c. Videos that DO NOT contain the FOR HOME USE ONLY label shall be selected according to criteria under Policy IFBD and related Procedure.

d. Rented/borrowed videotapes NOT carrying the FOR HOME USE ONLY

label may be used under all four of the following conditions:

- must be in the course of “face-to-face” teaching activities – simultaneous presence of teacher and students in the same general place
 - must take place in a classroom or other place of instruction in a nonprofit educational institution
 - must be a legally made or acquired copy of the work.
 - instruction must be led by students or teachers of the institution. (Simpson 53)
- e. Rented/borrowed videotapes containing the FOR HOME USE ONLY label shall not be used in Columbia County Schools.
- f. Videotapes must be directly related to the curriculum and keyed to specific performance objectives contained in Columbia County course guides.

Reference: Simpson, Carol. Copyright for Schools: A Practical Guide. 3rd ed. Worthington, OH: Linworth Publishing, Inc. 2001.