



Capital School District

Board of Education Policy

Section: Administration
Title: Library Multimedia Policy
Policy #: 200-12
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Purpose:

Library/Multimedia resources such as books, cable/satellite television, videos/DVDs, streaming video and other sources from internet-based content may be used to enhance student learning.

I. MULTIMEDIA VIEWING

The following guidelines are required to aid in proper selection and utilization of these materials:

II. SELECTION

Any library/multimedia presentation resource must be previewed by a teacher or team of teachers responsible for showing the material, using the following criteria:

1. The length of the multimedia presentation must be considered and weighed against other possible teacher use of valuable instructional time. Excessive use of multimedia presentations should be avoided. In general, videos of more than 30 minutes in length are not permitted unless they are critical elements of the curriculum and have approval of the principal.
2. All library/multimedia resources must relate to specific Capital School District curricular goals/objectives.
3. All library/multimedia presentation resources must significantly enhance the topic being taught.
4. Teachers/librarians are expected to exercise mature judgment when selecting library/multimedia resources for viewing. The educational merit of controversial or sensitive materials must be determined before these materials are shared with students. In general, controversial or sensitive materials should be avoided. Multimedia materials that may be controversial or sensitive but are critical to the curriculum may only be shown with administrative approval and parent permission, K-12.
5. During the curriculum adoption and design process, some library/multimedia materials may be reviewed and recommended for particular units or lessons. Schools will keep a list of approved and/or recommended resources and teachers are encouraged to select materials from these lists as appropriate to their grade levels or content areas.
6. When materials require administrative approval, a period of at least 48 hours is required from the time of notification of the administrator to the time of the showing.
7. When a disagreement among parents, staff members, or the administration arises over the use of a particular library/multimedia resource, the use of the material may be challenged and go through the committee process for challenged material.
8. Cable/satellite television and videos/DVDs have ratings based on age appropriateness. It is expected that during the review and selection process these ratings will be considered and materials will be chosen that are appropriate for the given age level. The following are specific guidelines for videos/DVDs and cable/satellite television programs.

III. VIDEOS/DVDs Approvals

1. Appropriate videos/films and other content rated G may be shown to all audiences, K-12.
2. Appropriate PG computer videos/films and other content may be shown in grades 3-6 with administrative approval and parental permission.
3. Appropriate PG and PG-13 computer videos/films may be shown in grades 7-12. Parent permission is suggested when particular subject matter is known to be controversial.

IV. CABLE/SATELLITE TELEVISION

1. In general, most programs from cable/satellite TV should be taped and previewed before showing to students. In the case of an important current event such as a presidential inauguration, it may be appropriate to show these events in real time without preview. Teachers should obtain administrative approval before allowing students to view these programs.
2. Appropriate programs rated TVY and TVG may be shown to all audiences, K-12.
3. Appropriate programs TVY7 may be shown in second grade or above. TV7-FV may be shown with administrative approval and parental permission. Consideration should be given to the Fantasy Violence (FV) it contains.
4. Appropriate TVPG programs may be shown in grades 5-8 with administrative approval and parent permission.
5. Appropriate TV14 programs may be shown in grades 9-12. Parent permission is suggested when particular subject matter is known to be controversial.
6. Most TVMA programs are not appropriate for viewing in schools. TVMA or unrated programs may only be shown in grades 9-12 with administrative approval and parent permission. Material must be suitable to the intellectual maturity level and capacity of the viewers to properly absorb the program's content without negative results. Parent permission is required when particular subject matter is controversial.

INTERNET MULTIMEDIA RESOURCES

Internet multimedia resources are often not rated. No internet resource from educational database websites, such as Discovery Education, should be shown without being completely previewed by the teacher as to content and possible inclusion of inappropriate material. Internet multimedia resources from websites other than educational data bases should be previewed by both the teacher and a school administrator.

STUDENT USE

All students using a library/multimedia resource must be involved in appropriate preparation prior to viewing the material as well as a follow-up discussion or activity related to the material after the viewing. Follow-up sessions should include correcting any misconceptions or minimizing any negative reactions of students to the material.

If, after in-class preparation prior to usage a student believes the library/multimedia material might be offensive to his/her religious or moral values, the student should be excused from viewing the resource and is not to be held accountable for information contained in the resource material. An alternative assignment/activity should be provided.

LEGAL CONCERNS

The use of illegally copied or purchased library/multimedia materials violates the copyright law and must be avoided.

CHALLENGED MATERIALS

When a parent or community member challenges a material in place, a committee, including a Curriculum Supervisor, a teacher, a parent, the library media specialist, and a school administrator will review the concern and issue a timely decision regarding the material.

When a teacher wishes to challenge the administrative decision to reject the showing of a multimedia resource or the use of a book, the teacher will file an appeal and a committee representing district and school administration, the library media specialist, a teacher, and a parent will review the concern and issue a timely decision regarding the material.