



Book	Administrative Regulations
Section	6000 INSTRUCTION
Title	Supplementary Instructional Materials
Code	AR 6161.11
Status	First Reading and Action
Cross References	BP 6161.11 - Supplementary Instructional Materials AR 6161.1 - Selection of Instructional Materials AR 6162.6 - Use of Copyrighted Materials
Adopted	January 16, 2006

Media provided from other than traditional sources such as the school, or the District Media Center must be previewed prior to classroom use.

All media is to be used for instructional purposes and is to relate to instructional plans and objectives.

Caution must be used with recordings of television or cable broadcasts, or with digital media accessed electronically. While teachers are permitted by law to tape from broadcast for classroom use, they may not make long term or commercial use of such tapes. Use of digital media must adhere to any terms of use governing the electronic platform(s) hosting the digital media. Care must be taken to ensure that such terms do not limit the environment under which media hosted by the platform can be displayed. Platforms hosting digital media with terms restricting use of such media to personal entertainment purposes should not be used.

The content and use of digital media must pass the same standards that apply to all other classroom instructional media, including adherence to federal copyright law.

The following procedures must be followed when media from other than traditional sources is viewed by students in the classroom or on field trips, this includes the use of videos, movies, and other digital media in schools and school-sponsored activities.

1. Definitions:

- A. "Digital media" means all forms of digital and/or analog media, including but not limited to photographs, movies, clips from movies, television broadcasts, sound recordings, etc. originating from the internet, personal collections, mobile data storage media, or part of a media retrieval system.
- B. "Mobile data storage media" includes but is not limited to computer writable CD's and DVD's, storage cards, mobile computer storage, and playback devices including but not limited to USB and mobile phones, smart phones.
- C. "MPAA Rating System" means the rating system established by the Motion Picture Association of America. "Owned by KPBSD" means any digital media that has been purchased by KPBSD, warehoused in district facilities or housed online through subscription services or web-based applications/curricula, and for which appropriate rights have been acquired, "Owned by KPBSD".

2. Allowable Media

The School Board recognizes that videos, movies, and other digital media that directly relate to the instructional program may be of benefit for classroom viewing. Any media shown in any school must directly relate to the curriculum being taught. Whenever possible, pertinent clips should be shown, rather than viewing any media in its entirety. All videos, movies, and other digital media, shall be viewed in its' entirety in advance by the teacher to ensure content is suitable for the intended age group.

For grades K-5 classes and activities, movies or clips from movies may only be shown if they carry a Motion Picture Association of America (MPAA) G or PG rating or equivalent. If a PG-rated film is to be shown, parents of elementary students will receive notification at least two weeks in advance. Parents or guardians must provide positive permission for their child to participate. If a child does not participate in the activity, the child will be given alternate lessons appropriate to the child's grade level as determined by the District.

For grades 6-8 classes and activities, movies or clips from movies may only be shown if they carry a Motion Picture Association of America (MPAA) G or PG rating or equivalent. Instructionally relevant clips from PG-rated films may be shown; however, a principal or designee must preview in its entirety and approve/disapprove the use of a digital media clip from a PG-rated source, the instructional relevancy must be clearly demonstrated, and the clip must not include any PG-rated elements.

For grades 9 -12 classes and activities, movies, or clips from movies may only be shown if they carry a MPAA G, PG, or PG-13 rating or equivalent. No R rated movies will be used or shown in schools. Instructionally relevant clips from R-rated films may be shown; however, a principal or designee must preview in its entirety and approve/disapprove the use of a digital media clip from an R-rated source, the instructional relevancy must be clearly demonstrated, and the clip must not include any R-rated elements.

For all grade levels, the principal or designee will assure that the content of unrated digital media, videos, or movies is age-appropriate for the grade level where the media is being viewed based on the MPAA rating system.