

# NEW HOPE- SOLEBURY SCHOOL DISTRICT

SECTION: OPERATIONS

TITLE: VIDEO COPYRIGHT

ADOPTED: June 26, 1989

REVISED: August 5, 2002

	<p style="text-align: center;">814.1. VIDEO COPYRIGHT</p> <p>1. Purpose It is the intent of the New Hope-Solebury School District to have all employees adhere to the Federal Copyright Law as it applies to the use of television equipment and videotape.</p> <p>2. Guidelines <u>Video Usage</u> The use of videos is for instructional purposes only. By law, any video that does not include "public performance rights" must comply with the "fair use" provision of copyright law. This requires that videos:</p> <ol style="list-style-type: none"> <li>1. Be used with students in "face-to-face" instruction with the teacher.</li> <li>2. Be directly related to the curriculum and the lesson at hand.</li> <li>3. Be correlated to instructional objectives.</li> <li>4. Be shown in a normal instructional setting, (not in large group settings such as in an auditorium or assembly hall).</li> <li>5. Not be shown for reward, entertainment, fundraising, or the charging of admission.</li> </ol> <p><u>Video Ratings</u></p> <ol style="list-style-type: none"> <li>1. May show "G" rated videos.</li> <li>2. May show "P.G." rated videos.</li> <li>3. May show "P.G.-13".</li> <li>4. May not show any R, NC-17, X, NR videos.</li> </ol>
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<p>3. Delegation of Responsibility</p>	<p><u>Video Sources</u></p> <ol style="list-style-type: none"><li>1. All videos legally purchased and/or taped by the school media center may be shown.</li><li>2. Videos obtained through interlibrary loan may be shown providing all guidelines are met.</li><li>3. Commercially rented videos must meet all guidelines and may only be shown if proper authorization from a store representative and instructional leader is obtained.</li><li>4. Privately owned videos may be shown if approved by the principal and all other guidelines are met.</li></ol> <p><u>Administrative Responsibilities</u></p> <ol style="list-style-type: none"><li>1. The school principal shall be responsible for informing employees of the prohibitions and limitations on duplicating copyrighted material.</li><li>2. The school principal or his/her designee shall be responsible for monitoring adherence to the video copyright laws. All requests for duplication of copyrighted materials shall be authorized by the site administrator in accordance with the policy and administrative regulation.</li></ol> <p><u>Instructional Responsibilities</u></p> <ol style="list-style-type: none"><li>1. <b>Institutional Recording</b> - A broadcast program may be recorded off-air simultaneously with broadcast transmission (including simultaneously cable retransmission) and retained for a period not to exceed the first forty-five (45) consecutive calendar days after date of recording. Upon conclusion of such retention period, all off-air recordings must be erased or destroyed immediately. <b>Broadcast Programs</b> are television programs transmitted by television stations for reception by the general public without charge.</li><li>2. <b>Individual Recording by Teachers</b> - Off-air recording may be used once by individual teachers in the course of relevant teaching activities, and repeated once only when instructional reinforcement is necessary, in classrooms and similar places devoted to instruction during the first ten (10) consecutive school days in the forty-five (45) calendar day retention period. <b>School days</b> are school session days not counting weekends, holidays, vacations, examination periods, or other scheduled interruptions within the forty-five (45) calendar day retention period.</li></ol>
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3. **Regular Off-Air Recording** - Off-air recordings may be made only at the request of and used by individual teachers, and may not be regularly recorded in anticipation of requests. No broadcast program may be recorded off-air more than once at the request of the same teacher, regardless of the number of times the program may be broadcast.
4. **Limited Copies** - One (1) copy may be reproduced from each off-air recording to meet the legitimate needs of teachers under these guidelines. Each additional copy shall be subject to all provisions governing the original recording.
5. **Evaluation Activities** - After the first ten (10) consecutive school days, off-air recordings may be used to the end of the forty-five (45) calendar day retention period only for teacher evaluation purposes, i.e., to determine whether or not to include the broadcast program in the teaching curriculum, and may not be used in the recording institution for student exhibition or any other non-evaluation purpose without authorization.
6. **Altering of Recorded Programs** - Off-air recordings need not be used in their entirety, but the recorded programs may not be physically or electronically combined or merged to constitute teaching anthologies or compilations.
7. **Copies** - All copies of off-air recordings must include the copyright notice on the broadcast program as recorded.
8. **Rented Video-Cassettes** - Rented videocassettes can be used in a classroom, even if they are marked "For Home Use Only". This is permitted for instructional purposes in a limited basis, but presentation to larger groups for entertainment purposes are not permitted.

Employee Responsibility

Employees are responsible for implementation of this policy. Those employees who are advised that they are utilizing videotapes that infringe on Federal Copyright Laws will remove the items from their schools and/or classrooms to prevent their use in the instructional program.

Federal Regulations  
P.L. 94-553