

MEMORANDUM

August 17, 2007

To: All Faculty/Staff
Carol City Elementary School

From: Patricia Bloodworth-Johnson, Principal *PBJ*
Carol City Elementary School

**SUBJECT: INSTRUCTIONAL USE OF VIDEORECORDINGS IN
MIAMI- DADE PUBLIC SCHOOLS**

Miami-Dade County Public Schools encourages and supports the use of a wide variety of instructional materials to engage students in teaching and learning. It is important that instructional staff selects materials that are age appropriate, related to classroom instruction or to staff development programs, and used in a manner that is consistent with Federal Copyright Law. Videorecordings can be an appropriate source of information to expand classroom lessons when properly utilized.

The only videorecordings authorized for use in M-DCPS are those obtained from these sources, and used under the following conditions:

- Video materials that have a specific and direct relationship to the content under the goals of classroom instruction;
- Videorecordings obtained from the M-DCPS Film and Video Library;
- Videorecordings purchased specifically for use in classroom instruction by individual schools and circulated from school library media centers;
- Videorecordings viewed on, or copied from broadcasts on WLRN-TV, Channel 17 or Teacher's Choice. These programs can be scheduled for broadcast at a time appropriate for classroom use, or they may be recorded, shown within a ten-day period, and then erased;
- Original videorecordings produced by teachers or students that do not make more than a minimal use of copyrighted visuals or music;
- Videorecordings obtained from rental sources only if used in direct teaching. The use of a rental videorecording as a reward, or for any purpose not related specifically to course objectives and content, is both inappropriate and a violation of copyright law which could subject those using, or permitting the use of the rental, to both criminal and civil penalties.

In order to insure that copyright violations are not taking place, a new policy for signing up for videos and checking out VCRs will be put in place effective immediately. All instructors will need to fill out a request form and receive approval from an administrator in order to show videos in the classroom. The forms are located in the Media Center and must be submitted to Mr. Hart at least three (3) days in advance. Forms must be turned in to Mrs. Hoglund before the video will be shown.

Thank you for your cooperation.