

Request for Prior Approval of Videos/ DVDs/Digital Media Broadcast

Digital media/ DVDs, other than those belonging to the school media center or downloaded from *NCWiseOwl*, must be approved in writing by supervising administrator of the school before being broadcast for student viewing.

NCS prohibits the broadcasting of digital media that violates copyright for student viewing. Please use the attached document to verify that the digital media follows *Fair Use and Copyright Laws* (this includes the broadcasting of videos/ DVDs for “reward.”) The showing of R-rated media is strictly prohibited.

Teacher: _____ Date of Request: _____

I am requesting permission to show the following digital media/ DVD to my class on _____ (Date).

Title: _____

Rating: _____ Source: _____

Specific Learning Objective (include number): _____

Activity for curriculum integration: _____

Description of activity: _____

Teacher’s signature _____

Grade Levels	Ratings
K – 4	G
5 – 8	G, PG with parental permission
9 - 12	G, PG, PG-13

Tasks to accomplish before showing PG Rated Digital Media

Teachers who wish to use a PG rated digital media for grades 5- 8 should preview the media, receive written prior approval from the principal, and upon approval - complete the following items:

1. Provide written notice to parents with an alternative assignment option. Notice must include an accurate description of the contents of the digital media, the educational objective, and information on where the parent or guardian may obtain the digital media for preview.
2. Require a signed permission statement from the parent or guardian of each student prior to allowing students to view the digital media and keep the signed forms on file.
3. Offer to a student, upon parent request, a meaningful alternative activity in association with the same learning objective.

My signature indicates that I have viewed this digital media/ DVD and found it to be both curriculum-oriented and is age-appropriate for my student and content appropriate for my class.

-
- Permission to use the digital media/ DVD as described above expires on _____ (Date).
 - Permission to use the digital media/ DVD as described above expires at the end of this semester.
 - Permission to use the digital media/ DVD as described above expires at the end of this school year.

Administrator’s Signature _____ Date _____