

## MEDIA VIEWING

Media refers to video, audio or text transmissions delivered via tape, DVD, internet/online and any future format.

Media may be used to support instruction. To be used in class, the media must meet a specific curriculum outcome. Teachers are responsible for previewing media to insure that they are appropriate for use in the classroom. Parent permission slips will be necessary for showing some media items - for example, those with an R or NR rating, or those containing sensitive material.

For media of this type, teachers must complete a media permission form and obtain approval of the building principal prior to showing the media in the classroom.

When requesting special permission to show a media item in the classroom, teachers must provide the principal with the name of the media, date it is to be shown, grade level/subject in which it is to be shown, and the following information:

- Verification the teacher has previewed the entire media item;
- Identification of other media in the district's collection that presents the same information;
- Description of how the material to be presented supports the curriculum;
- District approved standards that are addressed; and
- Movie rating, if applicable

The building principal will consider the above information when approving or denying the media use request. Teachers are encouraged to use the district or CESA 2 owned media whenever possible.

**LEGAL REF.:** Wisconsin Statutes Section - 120.13

**CROSS REF.:** 330 - Curriculum Development  
333 - Student Privacy/Parent Rights and District Programs/Activities  
361.1 - Selection and Approval of Instructional Materials  
771.1 - Use of Copyrighted Materials

**APPROVED:** July 14, 2003  
April 25, 2011  
**NOVEMBER 16, 2015**