

## San Diego City Schools

**GUIDELINES FOR USE OF VIDEOTAPES AND DVDS  
(DISTRICT-OWNED AND RENTED)**

1. Principals should review guidelines for using videotapes/DVDs with staff at the beginning of each school year.
2. No videotapes/DVDs from other than the IMC are to be shown in classrooms unless approved by the principal. This applies to all rented videotapes/DVDs and those that are the personal property of the student or teacher.
3. All videotapes/DVDs are to be previewed in their entirety by the teacher before being used with students.
4. Videotapes/DVDs are not to be used for rewards or incentives; all must be directly related to the instructional program, and pre- and post-review activities should be part of the instruction.
5. Care should be taken that videotapes/DVDs are appropriate to the grade levels and ages of the students. If used at an inappropriate level, the principal and teacher will be held accountable. Some rules to use:
  - a. At the elementary level, no PG, PG 13 or R-rated videos/DVDs are to be used.
  - b. Generally, no PG 13 or R-rated videos/DVDs should be used below the 9<sup>th</sup> grade level. Exceptions for grades 7 and 8 may be made by the principal and if the parent/guardian has given written permission to view the video/DVD.
  - c. At the high school level, R-rated videos/DVDs may be used if approved by the principal and the parent/guardian has given written permission. With principal's permission, certain classes may use blanket permission forms.
  - d. The teacher should make alternate assignments available to students when the student or parent/guardian objects, or is uncomfortable viewing the video/DVD on religious grounds, etc.
6. When the principal or teacher is aware that videos/DVDs used in a course might be considered controversial, parents should be offered an opportunity to preview the videos/DVDs.
7. For detailed information on the use of copyrighted materials, please refer to Administrative Procedure 7038.