

EDUCATOR'S GUIDELINES FOR USE OF ALL MEDIA

1. GENERAL

- A. Videotapes or films, live broadcasts, computer software, DVDs/laserdiscs, music in any medium and the Internet viewed at a school must be linked to a valid “educational purpose” and be relevant to the curriculum being taught. The term “educational purpose” includes classroom activities, career development, and limited high-quality self-discovery activities. The principal and teacher are held accountable in this area.
- B. Videotapes or films, live broadcasts, computer software, DVD’s/laserdiscs, music in any medium and use of the Internet must be consistent with acceptable standards of professional responsibility. Caution and prudence must be used when using materials that reflect opinion, advocacy, bias or partisanship inconsistent with Catholic beliefs and doctrine. Teachers should always present what the Catholic Church’s teachings are regarding these issues.
- C. Use of videotapes or films, computer software, DVDs/laserdiscs, music in any medium and the Internet should be placed in the teacher’s lesson plan book under its appropriate content area for review by the principal.
- D. During school, teachers are responsible for guiding students toward appropriate materials on the Internet. Outside of school, parents bear this responsibility. Students will lose access privileges if they are found in violation of school policies regarding responsible use of computer networks and equipment. All Internet use must conform to the *Electronic Communications Guide and the Archdiocesan Acceptable Use and Responsibility Policy (Archdiocesan AUP)*.
- E. Principals, teachers and staff must comply with all regulations regarding fair-use, licensing and copyright laws of videotapes, films, DVD’s, computer software, music and the Internet.
- F. Educators must be aware that the quality and integrity of content on the Internet is not guaranteed. Teachers and students must examine the source of the information. Is the source clearly identified? Is it an individual? An organization? An educational institution? A publisher? When was it posted? What are the qualifications of the author? Is bias evident?
- G. Students, particularly elementary school students, must not be allowed to “surf” or access the Internet without guided instruction. Teachers must provide specific directions, preview appropriate Internet sites for student use, and design appropriate collaborative activities to ensure maximized learning and time usage.



H. Before allowing any minor to access the Internet on school communications devices, the responsible adult must check to insure that filtering of prohibited materials is enabled. All obscene materials, child pornography or materials that are otherwise harmful to minors or in violation of the Internet access policy must be blocked. See Archdiocesan AUP.

II. RATED AND UNRATED VIDEOS, DVD'S, FILMS AND MUSIC

A. All videotapes, DVD's, films and music are to be previewed in their entirety by the teacher before being used with the students.

B. Secondary schools are allowed to show G, PG, PG 13 movies, but not R or NC-17 rated movies. From time to time, exceptions are made for educationally relevant films with R rating for junior and senior classes, as long as parental consent forms have been received. Please use proper discretion on these matters.

C. Elementary schools are allowed to show G and PG movies only.

Note - The teacher or principal should view or listen to any unrated material for its relevancy to the curriculum and appropriateness for the age and maturity level for the students being taught.

III. PARENTAL APPROVAL

A. Parental permission must be obtained when an educationally relevant R rated film or video is to be viewed by the class (juniors and seniors only).

B. When the principal or teacher is aware that a video film, computer software, DVD, laserdisc, music or use of the Internet might be considered controversial, parents should be offered the opportunity to preview the materials and parental approval is required.

C. The teacher should make alternative assignments available to students when the student is uncomfortable viewing the material presented or the parent objects to the material being viewed or heard by his or her child.

D. A *Parental Permission for Child to View Media* should be obtained before a student is allowed access to the school's computer network system. Likewise, written parental consent shall be required before any student is given direct, hands-on access to the Internet or to electronic mail.

E. Student pictures or work may not be posted on the school's web without the student's agreement and written consent from the parent.



IV. EVALUATION OF EDUCATIONAL MEDIA

The decision to show educational media should be made carefully. Be wise in selecting media for your classroom. Use them; don't abuse them. They should be valuable teaching tools. Consider the following when selecting materials for classroom use:

1. The material should directly apply to the curriculum approved for the level that you teach.
2. The material should be previewed in its entirety.
3. The material should be appropriate to a present or future classroom lesson.
4. The material should be considered valuable and the best use of classroom time.
5. There should be pre- and post-viewing or listening instruction with the class, to ensure the students understand the content of the material.
6. Never use material for a teacher "break" or because you are not properly prepared for class.
7. All supervisory personnel (i.e. substitute teacher, lunch supervisors, day care) should be informed of these guidelines.

