

**Park City School District**  
**Request for Permission to Use Certain Videotapes, DVDs and Movies**

*Please review the following guidelines from Park City Board of Education Policy 9055. If the videotape, DVD, or movie you wish to use falls in section 5. below, administrative approval is required. Please submit the form below.*

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**Videotapes, DVDs and Movies**

1. Approved videotapes, DVDs, and movies can only be used in the context of systematic instructional activities, defined as “face-to-face” teaching activities. The use of excerpts, rather than the entire work, is encouraged.
2. The use of approved videotapes, DVDs, and movies must be part of the instructional program, and they cannot be used for recreation or entertainment purposes.
3. Approved videotapes, DVDs, and movies are those purchased by the school or school district for instructional uses which carry educational use provisions or videotapes and movies which have been borrowed from approved sources (such as NUES).
4. Other videotapes, DVDs, and movies from commercial sources, such as those from video rental stores, carry individual restrictions.
5. The use of all videotapes, DVDs, and movies from other than the approved sources outlined in “3.” above, must be cleared by the principal or designee. The principal or designee shall judge the use of the video by the following standards:
  - a. The videotape, DVD, or movie is legally acquired.
  - b. The videotape, DVD, or movie is definitely relevant to the teaching of specific curriculum.
  - c. The videotape, DVD, or movie will be used only as a part of “face to face” teaching activities.
  - d. The videotape, DVD, or movie is age-appropriate.
  - e. The use is not restricted by the copyright notice on the videotape, DVD, or movie.
6. The use of materials from “R” videotapes, DVDs, and movies is limited to grades 11-12. Any use of materials from “R” rated videotapes, DVDs, and movies will include a process of parental information and approval. An alternative activity shall be provided to enable students and their parents to make an instructionally valid choice if they do not choose to participate in activities involving material from “R” rated videotapes, DVDs, and movies.
7. No “X” or “NC-17” rated materials (videotapes, DVDs, or movies, etc.) may be shown in the school

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Name of videotape, DVD or movie: \_\_\_\_\_

To be used in which course? \_\_\_\_\_

I affirm that the videotape, DVD, or movie is appropriate and will be used appropriately (Policy sections II.E.1, II.E.2, 6, 7) and that:

- a. The videotape, DVD, or movie is legally acquired.
- b. The videotape, DVD, or movie is definitely relevant to the teaching of specific curriculum.
- c. The videotape, DVD, or movie will be used only as a part of “face to face” teaching activities.
- d. The videotape, DVD, or movie is age-appropriate.
- e. The use is not restricted by the copyright notice on the videotape, DVD, or movie.

Other Comments: \_\_\_\_\_

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Submitted by: \_\_\_\_\_ (signed and dated by requesting teacher)

Approved/Disapproved: \_\_\_\_\_ (signed and dated by principal/designee)