



Leander ISD Guidelines for Using Visual Media

The term visual media includes formats such as DVD, streaming media, VHS, etc. Should teachers use visual media in the classroom, the following must be ensured:

- Preview visual media before presenting to class
- Relate all visual media used for instruction to the curriculum and include the use of the media in lesson plans
- When short educational clips are used (less than 20 minutes), principal approval is not required*
- Teachers are asked to submit a **Leander ISD Checklist for Fair Use** form to the principal or designee and receive principal or designee approval before showing any visual media other than short educational clips
- Use visual media for education purposes only, and not for entertainment and/or reward
- Obtain parental approval if the media rating is other than G at Elementary, other than G or PG at the middle school level, or other than G, PG, or PG-13 at the high school level
- Use the **Permission Notification for Instructional Visual Media Use** if parental approval is required
- Prepare an alternative assignment for a student(s) who is not permitted to view visual media presentation

Exceptions:

- A parental notification is already in place for instructional materials that have been approved by the Leander ISD Board of Trustees (Tig-Tag, Studies Weekly)
- Streaming video clips* from Discovery Education and Khan Academy are not required to be approved, if they are less than 20 minutes and tied to the curriculum; contact campus librarian if there are additional questions



Leander ISD Permission Notification for Instructional Visual Media Use

Dear Parent/Guardian,

In your student's _____ class, I strive to provide a rich, engaging learning experience by reinforcing connections between various forms of media. The use and analysis of visual media is one integral part of the curriculum. This letter is notification that I plan to use the following visual media on _____

I am notifying you because this visual media is rated _____.

I am using it for instructional purposes and the objectives for viewing are

- _____
- _____
- _____

Please indicate below if your son/daughter **DOES NOT** have permission to view the media. If this signed form is not received from you by _____, then it is assumed that permission is granted. If you do not want your son/daughter to view this visual media, he/she will be assigned and alternate assignment.

Sincerely,

Phone Ext: _____

_____ My son/daughter MAY NOT view the visual media listed and he/she will do an alternate assignment.

Parent Signature: _____