

# MEMORANDUM

April 26, 2002

**TO:** All Principals

**FROM:** Merrett R. Stierheim, Superintendent of Schools

**SUBJECT: ADMINISTRATIVE DIRECTIVE: THE INSTRUCTIONAL USE OF  
VIDEORECORDINGS IN MIAMI-DADE COUNTY PUBLIC SCHOOLS**

Miami-Dade County Public Schools (M-DCPS) encourages and supports the use of a wide variety of instructional materials to engage students in teaching and learning. It is important, however, that instructional staff selects materials that are age appropriate, related to classroom instruction or to staff development programs, and used in a manner that is consistent with Federal Copyright Law. Videorecordings can be an appropriate source of information to expand classroom lessons when properly utilized. It is the principal's responsibility to inform staff and to enforce the instructional use of videorecordings in the school setting.

Teachers or administrators who are seeking video materials to be used in classroom instruction or staff development programs should first seek those materials from their school library media center. Most library media centers have developed videorecording collections to support an individual school's curricular needs, and all library media specialists can provide information concerning the extensive collection of videorecordings from the M-DCPS Film and Video Library, WLRN-TV, Channel 17, Teacher's Choice, or from programs broadcast by public or commercial television stations.

The only videorecordings authorized for use in M-DCPS are those obtained from these sources, and used under the following conditions:

- Video materials that have a specific and direct relationship to the content under the goals of classroom instruction;
- Videorecordings obtained from the M-DCPS Film and Video Library;
- Videorecordings purchased specifically for use in classroom instruction by individual schools and circulated from school library media centers;
- Videorecordings viewed on, or copied from broadcasts on WLRN-TV, Channel 17 or Teacher's Choice. These programs can be scheduled for broadcast at a time appropriate for classroom use, or they may be recorded, shown within a ten-day period, and then erased;
- Original videorecordings produced by teachers or students that do not make more than a minimal use of copyrighted visuals or music;

- Videorecordings obtained from rental sources only if used in direct teaching. The use of a rental videorecording as a reward, or for any purpose not related specifically to course objectives and content, is both inappropriate and a violation of copyright law which could subject those using, or permitting the use of the rental videorecording, to both criminal and civil penalties. Any use of a rental videorecording other than the use specifically authorized is prohibited; and
- Commercial or public television programs broadcast for use by the general public without charge which are recorded off-air and meet the "Guidelines for Videorecording of Broadcast Programming for Educational Purposes."

Principals should be aware that the Federal Copyright Law has specific guidelines concerning nonprofit educational institutions use of off-air videorecordings or commercially-produced videorecording rentals. Therefore, it is essential that everyone involved in curriculum be familiar with the appropriate use of videorecordings and that they are used in a manner that is consistent with Federal Copyright Law. These guidelines are available from your library media specialist in the *Library Media Services Policies and Procedures Manual*.

If you have questions or need additional information, please contact Dr. Nancy L. Teger, Instructional Supervisor, Library Media Services, at 305 995-2283.

MRS:nt  
(M)1323

cc: School Board Members  
Superintendent's List B  
Ms. Christine Master  
Dr. Nancy L. Teger  
Library Media Specialists  
UTD Stewards