

# Screening DVDs and Movies Policy and Guidelines

## July 2022

### Summary

This policy applies to Community Language Schools SA and all member schools.

**Table 1: Document Details**

<b>Policy Number</b>	<b>ES50</b>
<b>Related Policies</b>	ES01: Child Safe Environments Policy and Procedures ES02: Risk Management Policy ES16: Adult Students attending Community Language Schools Policy ES24: Visitor and Parental Volunteer Policy ES36: Excursion and Incursion Policy and Procedures ES39: Cyber-Safety Policy and Guidelines ES50A: Viewing Films and DVDs Consent Form
<b>Version</b>	2.1
<b>Created by</b>	CLSSA Policy Officer
<b>Reviewed by</b>	CLSSA Executive Officer
<b>Applies to</b>	All Community Language Schools
<b>Key Words</b>	DVDs; Videos; Movies; Sound recordings; Cinema; Film classifications; General; Parental Guidance; Mature; Mature Accompanied; Restricted; Refused Classification;
<b>Status</b>	Approved
<b>Approved By</b>	CLSSA Board <i>(Administrative updates approved by Executive Officer)</i>
<b>Approval Date</b>	July 2022
<b>Review Date</b>	December 2023
<b>Notes</b>	Administrative update only

**Table 2: Revision Record**

Date	Version	Revision Description
November 2016	1.0	New policy developed
30 <sup>th</sup> June 2019	2.0	<ul style="list-style-type: none"> <li>Amend policy to make it generic by replacing individual school details with "Community Language Schools"</li> <li>Changes in 'Created By' and 'Reviewed By' in Table 1; changed Other documents to References and Other Documentation; updated References and Other Documentation;</li> <li>Added new key words; reformatting of table titles; formatting of policy</li> </ul>
18 <sup>th</sup> January 2021	2.0	<ul style="list-style-type: none"> <li>Policy number change from ES53 TO ES50</li> <li>Addition of ES50A: Films and DVDs Consent Form</li> </ul>
December 2021	2.1	<ul style="list-style-type: none"> <li>Added a section on 'YouTube in Classrooms'</li> <li>Added a section on 'Inclusivity and Social Interaction'</li> <li>Added content regarding YouTube in 'Responsibility'</li> </ul>
July 2022	2.1	<ul style="list-style-type: none"> <li>Administrative update only</li> </ul>

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## Screening DVDs and Movies Policy and Guidelines

### Introduction

The use of audio-visual material can enhance an education program. Community Language Schools will occasionally use DVDs, films, sound recordings and internet content for educational purposes. This policy outlines the use of audio-visual material and sound recordings within Community Language Schools. This policy is based on information from The National Classification Scheme and the National Copyright Unit.

### Policy

The Copyright Act permits teachers to play films, computer games and sound recordings, to their students in class provided that it is for educational purposes.

The *Classifications (Publications, Films and Computer Games) Act 1995* states that a person must not exhibit a film unless the film is:

- (a) classified; and
- (b) is exhibited with the same title as that under which is classified; and
- (c) is exhibited in the form, without alteration or addition, in which is classified

The following are the different types of classifications for films

- (a) **G** General
- (b) **PG** Parental Guidance
- (c) **M** Mature
- (d) **MA 15+** Mature Accompanied
- (e) **R18+** Restricted
- (f) **X18 +** Restricted
- (g) **RC** Refused Classification

### Procedure

Community Language Schools will use the following procedures when exhibiting a film or sound recording or when planning an excursion to watch a film at a cinema:

- All audio-visual and sound recordings must be previewed by teachers prior to use with students. When previewing, the teacher will consider the suitability of the material in the educational context, the age of students and the maturity of the intended audience.
- The use of classified materials requires the approval of the Principal. This approval can be obtained when curriculum programs are being developed.
- Materials classified **G** General can be viewed by any student.

- Materials classified **PG** Parental Guidance should only be used with students after careful consideration by teaching staff, Principal approval and parental permission granted for students under the age of 15. Material in this classification might upset, confuse, or frighten some students and an adult may be required to provide guidance to students. PG classified films may contain language and themes that are mild in impact. Parents may opt to withdraw their child from the viewing of material with a PG rating.
- Materials classified **M** Mature will only be considered for students over the age of 15 and will only be used with students after careful consideration by teaching staff, Principal approval and parental permission and when other related resource material is limited. Material in this classification may contain themes and scenes that require a mature perspective and may contain violence, nudity, language and themes or content of a moderate impact. Parents may opt to withdraw their child from the viewing of material with an M rating.
- Materials classified **M15+** Mature Accompanied will only be considered for viewing to students who are over the age of 15. This classification is legally restricted and proof of age must be ascertained prior to viewing. The material should have particular relevance to the course of study and should only be considered when other related resource material is unavailable. Teachers may select appropriate scenes from the material and view only these scenes. Materials classified M15+ will only be used with students after careful consideration by teaching staff, Principal approval and parental permission. Parents may opt to withdraw their child from the viewing of material with a M15+ rating.
- Materials classified **R18+**, **X18+** or **RC** WILL NOT be shown to any students under any circumstances.
- Written parental consent must be obtained for all movies and will be obtained at least one week prior or at the start of a school term.
- Parental consent may be obtained at the start of the school year using ES50A: Viewing Films and DVDs Consent Form.
- Alternative learning activities will be provided to students who do not have parental permission to view the film.

### YouTube Videos in Classroom

Extracts from YouTube™ videos can provide valuable input to professional development presentations and student learning when used as stimulus material and for explanation or illustration

While teaching staff in the Community Language Schools are able to show film clips and films in class for educational purposes, the terms and conditions of use on the YouTube website state

that the videos are not to be downloaded (i.e., copied) for use offline, nor for any purpose other than 'personal use', which does not include educational use. YouTube videos may be streamed for educational purposes from the YouTube site to a class under section 28 of the *Copyright Act* (refer **ES21**: Copyright Policy for more information regarding this Act).

Community Language Schools recommend some tips for teaching staff and/or volunteers using YouTube:

- Link to or embed the YouTube video clip whenever possible.
- Do not expose the content to further copying or communication by, for example, giving students access to an electronic file that they could copy. Remove the content from the computer or your language school computer once it is no longer required for educational instruction.
- Do not use content that is likely to be an infringing copy (a copy that someone use without permission)
- Only use YouTube videos for teaching purposes, not for commercial or promotional activities.
- Check that you cannot purchase or readily license the content you need from another source
- Label the materials that was copied with words similar to:

This material has been copied and communicated to you in accordance with the educational use provisions of the Copyright Act. Any further reproduction or communication of this material by you may be the subject of copyright protection under the Act. Do not remove this notice [insert date material has been copied and made available to students

## **Inclusivity and Social Inclusion**

In the interests of equity and social inclusion, Community Language Schools must consider the diversity of all children and young people. This includes:

- Aboriginal children and young people
- those with disability or special needs
- those from different social, religious, cultural and economic backgrounds
- those who are same sex attracted or gender diverse.

Principals and teaching staff must consider a range of positive alternatives to promote social inclusion by challenging stereotypical representations of people and circumstances. This includes determining resource suitability when selecting resources given the global accessibility of information from diverse sources.

## Responsibilities

The Classification Board makes classification decisions about films and has identified the impact that a film has depending on the film's classification. To ensure materials that are used at Community Language Schools are age appropriate and support the teaching and learning the following responsibilities have been identified.

*It is the Principal's responsibility to:*

- Grant permission for use of films, documentaries, DVDs and audio-recordings
- Ensure all audio-visual and audio materials are suitable for use within the school and are an appropriate accompaniment to the educational program.
- Ensure that any YouTube videos used in the Community Language School are in accordance with the copyright Act
- Ensure that the inclusivity and social inclusion aspect is considered

*It is the teacher's responsibility to:*

- Preview all audio-visual and audio materials prior to students viewing the material to determine the suitability of the material and consider whether the material is age appropriate.
- Identify how the audio-visual material is relevant to the current school program.
- Conduct a risk assessment for any material with a classification of PG, M or M15+.
- Seek parental permission prior to the viewing of any audio-material material.
- Provide alternative learning activities for those students who do not have parental permission.
- Ensure that any YouTube videos used in the classroom are in accordance with the copyright Act

## References and Other Documentation

- South Australia Classifications (Publications, films and computer games) Act 1995: [Classification \(Publications, Films and Computer Games\)Act 1995 \(legislation.sa.gov.au\)](https://legislation.sa.gov.au)
- National Copyright Guidelines: Film, Video/DVD: [Films and Videos - Smartcopying](#)