

Use of Audio-Visual Materials

- I. Definition:
Audio-visual materials shall include all materials capable of producing audible sounds and/or visual pictures through the use of technological devices. These materials may be in the originally produced form purchased, rented or legally copied according to Policy and Administrative Rule EGAAA.
- II. Use as supplement to classroom instruction:
 - A. All commercially prepared audio-visual materials must be previewed by the instructor, ESD or building media specialists, or grade level colleagues prior to use as a classroom supplement to instruction or as a reward/incentive.
 - B. Audio-visual materials shall meet the selection criteria outlined in Policy IIAA-AR.
 - C. Audio-visual materials used as a supplement to classroom instruction or as a reward/incentive shall be selected with the objective that students in the particular class or group for which the selection is being made would be permitted to view or hear the presentation.
 1. Any audio-visual material that has been through a District approved curriculum process, such as; Instructional Materials selection, curriculum advisory groups, or materials that have been reviewed and distributed through the E.S.D. media centers may be used freely (unless there is a warning message as described in #4 below) as a supplement to classroom instruction at the age and grade level for which they have been approved.
 2. All materials rated for all audiences may be used as a supplement to classroom instruction.
 3. Staff making selections of other audio-visual materials shall use the District Self-Test for Selecting Enrichment Materials for the Classroom form to assist them in making a determination whether the materials meet the criteria outlined in Sections B and C above.
 4. Any audio-visual material that contains a warning message, must have administrative approval and District parent/legal guardian permission slips prior to use. Audio-visual materials with a Rated other than “for all audiences” must have the approval of the building administrator. Any “R” rated audio-visual material must have the approval of the Superintendent, Director of Curriculum and building level administrator.
 5. The District Parent/Legal Guardian Notification Form shall be used for all audio visual materials that are intended to be used as a reward during what would normally be instructional time.
- III. Media Center
 - A. Audio-visual materials may be purchased, catalogued and stored in the building media center consistent with Policy IIAC.

- B. The audio-visual materials may be used by staff for professional resource material or as a supplement to classroom instruction or reward/incentive provided that the guidelines outlined in Section II of this administrative rule are followed.
- C. Audio-visual materials may be used by individual students as a supplement to classroom instruction provided that the materials are age appropriate and meet the criteria outlined in Section II.

IV. Challenge of Instructional Materials

- A. The guidelines set forth in this administrative rule are not intended to supersede the provisions of the process for challenging instructional materials outlined in Policy and Administrative Rule IIA.
- B. The opportunity and right of staff to defend the use of audio-visual materials as a supplement to classroom instruction with the process established under Administrative Rule IIA shall not be discouraged in any way.
- C. The opportunity and right of a patron to challenge the use of audio-visual materials as a supplement to classroom instruction with the process established under Administrative Rule IIA shall not be discouraged in any way.