



Policy Number:	COLLEGE 21
Policy Name:	Video Policy
Contact Officer:	Deputy Principal – Learning & Teaching
Date Approved by Executive:	September 4, 2018
Date of Next Review:	September 2021
Related Policies:	ClickView Policy

PREAMBLE

God is at the centre of our College...Mercy is the heartbeat of the Gospel. We encourage every student to grow in the fullness of life and realise their potential through the bread we break at school, the bread of relationships and the bread of conversation. Let us engage the heart and bring faith to life and life to faith (Thomas Groome).

LEGISLATION

This policy takes into account relevant legislative requirements within the state of Victoria, including the specific requirements of the Victorian Child Safe Standards as set out in *Ministerial Order No. 870*. This policy applies to St Joseph's College staff, including employees, volunteers, contractors and clergy.

1. PURPOSE

1.1 The purpose of this policy is to provide guidelines for appropriate use of "Video" at St Joseph's College. Educational Videos are a valuable teaching resource and their appropriate use in promoting learning is encouraged. They are often excellent sources of information, or portray places, people, events and emotions that otherwise would be difficult to capture in the classroom setting. Videos provide a window into a wider world; they challenge students to greater understanding of issues and demand well-considered responses. They are part of an active learning program.

1.2 Video in this policy includes Video accessed by DVD, Hard Drive, USB, Cloud and online streaming.

2. EFFECTIVE EDUCATIONAL PRACTICE IN THE USE OF VIDEOS SHOULD INCLUDE THE FOLLOWING:

2.1 Documentation

- Videos used in a particular area of study should be recorded in the curriculum documentation for the relevant Learning Area.
- A Video being used for the first time, or not included in the curriculum documentation should be reported to the Learning Area Leader, with a written précis, prior to being shown.
- Duplication of Videos should be avoided across Learning Areas - students generally should not have to see the same Video twice.

2.2 Relevance

- All Videos should be relevant to the curriculum being taught at the time.
- Staff should have clear desired learning outcomes for each Video that is shown.
- Videos should comprise part of an active learning program for students.
- Adequate student preparation prior to viewing is desirable, with follow-up in the form of discussion, questioning or written exercises.

2.3 Suitability

- Videos should support the ethos of St Joseph's College.
- Videos should be appropriate to the age level at which they are being shown. A summary of the ratings is:

G	For general exhibition
PG	Parental guidance recommended for persons under the age of 15 years
M	Recommended for mature audiences
MA 15+	Legally restricted to persons over 15 years
R	Restricted to adults 18 years and over
X 18+	Restricted to adults 18 years and over

- If it is deemed necessary to move outside the boundaries of these classifications it must be approved by the Learning Area Leader and a letter must go home to parents.
 - Years 7 and 8 students can be shown appropriate G and PG rated Videos.
 - Years 9 and 10 students can be shown appropriate G, PG and M rated Videos.
 - Years 11 and 12 students can be shown appropriate G, PG, M and MA rated Videos.
- Videos must be previewed by staff before being shown to students.
- Videos should not be used for purely recreational purposes during class time.

2.4 Office of Film & Literature Classification

<http://www.classification.gov.au>

Information for Schools and Teachers

<http://www.classification.gov.au/Public/Resources/Pages/Fact-sheets.aspx>

3. **COPYRIGHT LAWS**

3.1 Copyright law is federal law which applies to every state and territory. In relation to video, it protects the video and every individual piece of that video.

3.2 Infringement occurs when someone uses work that is protected by copyright laws without the creator's permission. This includes copying, distributing for sale, rent or lease, or other transfer of ownership, or to prepare works based on its contents, or to show the video publicly.

3.3 In accordance with the *Australian Copyright Council – Screening films, DVDs or videos in class (Educational Purposes)*

- DVDs/Videos may not be hired or shown for purely "entertainment purposes". It must be shown in the course of educational instruction. All the people in the audience are giving or receiving such instructions.
- Use of DVDs/Videos as a fundraiser, or for use with parents and the general public constitutes an infringement of the Act as those present (including parents) are not giving or receiving instructions. The purpose of showing such a DVD or Video must be for non-profit purposes as well.

3.4 *In accordance with the Australian Copyright Council – Screening films, DVDs or videos (Non-Educational Purposes)*

- Roadshow Co-Curricular License – The Catholic Education Office has negotiated a license to allow schools to screen films for some non-educational purposes. The College has obtained and paid for this license. The following is allowed under these arrangements:
 - Rainy day lunchtime screenings
 - Excursions & School Camps (if DVD/Video is provided by College)
 - After School Care Programs (but not by Third parties)
 - Holiday Care Programs (but not by Third parties)