

<b>DESCRIPTOR TERM:</b>  <b>Instructional Program</b>	<b>Millard District Policy</b> <b>File Code: 5185</b>  <b>Approved: 01-08-25</b>
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## **STANDARDS FOR MEDIA USE**

### **A. Definitions**

1. Media materials include, but are not limited to, the following items, whether provided in person, online, or through other means:
  - a. Text materials (i.e. books, magazines, essays, etc.)
  - b. Video
  - c. Music
  - d. Photographs and other images
  - e. Three-dimensional art
2. “Primary instructional materials” are defined as materials selected and approved by the Board for use in all district schools.
3. “Secondary instructional materials” are defined as materials approved by the departments or grade levels at each school or whole-class instruction.
4. Personal viewpoint: speech that creates the appearance that an employee advocates a particular religious or political view.
5. “Sensitive material” means an instructional material that is pornographic or indecent material as that term is defined in [Section 76-10-1235](#) of Utah Code.
  - a. Sensitive material does not include an instructional material that an LEA selects under [Section 53G-10-402](#) of Utah Code:
    - i. for medical courses
    - ii. for family and consumer science courses
    - iii. for another course the state board exempts in state rule

[Utah Code §76-10-1235 \(1\)\(a\)](#)  
[Utah Code § 53G-10-103 \(2022\)](#)

### **B. Expectation for Appropriate Materials**

1. The Millard School District shall not adopt, use, distribute, provide access to, or maintain in the school setting, sensitive materials as defined in [Section 76-10-1235](#). Employees of the Millard School District do not display materials that endorse, promote, or disparage a particular political,

personal, religious, denominational, sectarian, agnostic, or atheistic belief or viewpoint.

[\(Utah Code 53G-10-202\)](#)

**C. Classroom Displays**

1. Materials displayed in and around a classroom are generally considered Instructional Materials and must comply with this policy. They may be selected by the classroom teacher but are subject to removal by the principal.
2. Because classroom displays may reasonably be perceived as having the district's approval, they constitute government speech under the First Amendment, subject to control by the district.
3. Materials that do not convey the district's educational message or are determined by the building principal to be in violation of the guidance in this policy, may be removed by the school principal. An educator or other employee who uses instructional time or space to convey a political, religious, or personal message after being directed not to may be subject to disciplinary action.
4. This policy does not require a principal to remove photos, decorations, or other personal items from a teacher's desk or surrounding area as long as the items do not disrupt the learning process.

**D. Selection of Secondary Media Materials**

1. All media (print, images, artifacts, etc.), whether viewed in person or online, must be previewed in its entirety by the teacher prior to classroom use. Teachers are responsible to ensure applicability to core curriculum, content, and appropriateness for student use.
2. Selection of all purchased or donated media materials shall be based on a combination of three or more of the following criteria:
  - a. Educational significance
  - b. Contribution to the curriculum
  - c. Validity, currency, and appropriateness
  - d. Accuracy, timeliness, and permanence
  - e. Favorable reviews, recommendations, and/or award nominees found in standard selection sources or from professional personnel
  - f. Potential appeal and interest
  - g. Recreational reading needs of students

- h. Artistic quality and literary style
- i. Reputation and significance of author, producer, publisher
- j. Uniqueness, diversity and/or heritage of the state, region, or community
- k. Support of second language learners
- l. Support of special needs students

**E. Video Rating Guidelines**

1. Elementary schools may use only video with Motion Picture Association of America (MPAA) rating of G and TV-Y and TV-Y7. PG rated video may only be used after obtaining written, parent permission.
2. Middle schools may use only video with MPAA ratings of G and TV-Y and TV-Y7. PG rated video may only be used after obtaining written, parent permission.
3. High schools may use only video with MPAA and TV rating of G and PG. Video rated PG-13 or TV rating of TV-14 may be used only with written, parent permission.
4. Video with MPAA ratings of R and/or NC-17 or a TV rating of TV-MA may not be used.

**F. Non-related Video/Media**

1. District owned video must be reviewed for applicability to core curriculum, content, and appropriateness for student use. The school principal and/or the principal's designee (an administrator, media specialist, or licensed educator) must review the video and make a ratings recommendation. Based on the recommendation, the school principal gives final approval for use of a non-rated video in a school. A written verification of review and approval for each non-rated video must remain on file at the school location.
2. Non-rated online media must be previewed in its entirety by the teacher prior to classroom use. Teachers are responsible to ensure applicability to core curriculum, content, and appropriateness for student use.

**G. Permissible**

1. Live broadcasts of current events or breaking news should be used with discretion, based on the applicability to course curriculum, content, and appropriateness for student use.
2. Video may be used for instructional purposes in the classroom consistent with curriculum, content, and appropriateness for student use.

3. Video may only be used for entertainment purposes upon approval of the principal.
4. All video must be used according to the Fair Use Guidelines, as referenced in Policy 5190 for direct instruction in the classroom but not for reward for entertainment.
5. All video must be preview for applicability and appropriateness by the classroom teacher or media specialist prior to use in the classroom.
6. The principal and the school library media specialist must approval all video purchased by the school.
7. Employees desiring to use video in situations not approved under the Fair Use Guidelines (any type of public viewing, reward, or entertainment) must obtain a public performance site license for the individual school.
8. Media used during student assemblies must be previewed in its entirety by the building principal or another designated school employee.

**H. Prohibited**

1. Using video for reward or entertainment without a public performance license.
2. Using video for public viewing outside of instructional time without a public performance license.
3. Using video that has not been previewed for applicability and appropriateness.
4. Using personally owned or borrowed video without preview by the teacher.
5. Using video that violates the ratings guidelines in this policy.

## MILLARD SCHOOL DISTRICT

### NON-PUBLIC PERFORMANCE MOTION PICTURE PERMISSION FORM Procedure 5185A

TEACHER \_\_\_\_\_ DATE TO BE VIEWED \_\_\_\_\_

SCHOOL \_\_\_\_\_

WILL THE MOVIE BE SHOWN IN ITS ENTIRETY \_\_\_\_\_ LENGTH \_\_\_\_\_

TITLE \_\_\_\_\_

RELATIONSHIP TO CURRICULUM \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

In accordance with the teaching exemption associated with copyright law, this motion picture/video is requested for a face-to-face activity, and will not be used as a reward or other entertainment function.

PRINCIPAL'S AUTHORIZATION \_\_\_\_\_

DATE \_\_\_\_\_

#### **FACE-TO-FACE TEACHING EXEMPTION**

The five requirements of the face-to-face teaching exemption are:

1. The movie is shown in the classroom or other similar place devoted to instruction. This excludes the library or auditorium.
2. The movie is shown by the teacher.
3. The movie is shown as part of a regular instructional activity, and the teacher is present with the students (face-to-face). This excludes reward and entertainment.
4. Movie must be a lawfully made copy. Anthologies are not permitted.
5. The movie is shown in a non-profit public institution.

These requirements apply to films, videos, etc., which have been purchased without public performance rights.

**MILLARD SCHOOL DISTRICT**  
**MIDDLE SCHOOL PARENT CONSENT FORM FOR PG MOVIES OR VIDEOS**  
**PROCEDURE 5185B**

The following motion picture has been approved by the school's administration for student viewing.

TEACHER \_\_\_\_\_ DATE TO BE VIEWED \_\_\_\_\_

TITLE \_\_\_\_\_

WILL THE MOVIE BE SHOWN IN ITS ENTIRETY \_\_\_\_\_ LENGTH \_\_\_\_\_

RELATIONSHIP TO CURRICULUM \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

PARENTS AUTHORIZATION \_\_\_\_\_

DATE \_\_\_\_\_

**MILLARD SCHOOL DISTRICT**  
**HIGH SCHOOL PARENT CONSENT FORM FOR PG-13 MOVIES OR VIDEOS**  
**PROCEDURE 5185C**

The following motion picture has been approved by the school's administration for student viewing.

TEACHER \_\_\_\_\_ DATE TO BE VIEWED \_\_\_\_\_

TITLE \_\_\_\_\_

WILL THE MOVIE BE SHOWN IN ITS ENTIRETY \_\_\_\_\_ LENGTH \_\_\_\_\_

RELATIONSHIP TO CURRICULUM \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

PARENTS AUTHORIZATION \_\_\_\_\_

DATE \_\_\_\_\_