

## POLICY

**POLICY: Movie and Video Approval**

**NUMBER: ED-12-24**

**APPLICABLE TO: JSEP Employees**

**APPROVED:**



**Vincent Schiraldi, Secretary**

**DATE: May 7, 2025**

### **I. POLICY**

DJS ensures the movies or videos available to students and staff in Juvenile Services Education Program (JSEP) schools shall enhance and support the educational goals of the JSEP curriculum.

### **II. AUTHORITY**

- A. 17 U.S.C. § 110 (1) - Limitations on exclusive rights: Exemption of certain performances and displays
- B. Md. Code Ann., Human Services, §9-203 and §9-204.
- C. DoIT Emergency Directive, 2022-12-001, Remove Prohibited Products and Platforms

### **III. DIRECTIVES/POLICIES RESCINDED**

None

### **IV. FAILURE TO COMPLY**

Failure to comply with the Department's Policy and Procedures shall be grounds for disciplinary action up to and including termination of employment.

### **V. STANDARD OPERATING PROCEDURES**

Standard operating procedures have been developed and are attached to this policy.

**VI. REVISION HISTORY**

SUMMARY OF REVISION	DATE OF REVISION
New policy issued.	May 2025

**VII. JSEP BOARD APPROVAL**

**JSEP BOARD APPROVAL DATE: MAY 7, 2025**

## PROCEDURES

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**APPROVED:** Kimberly Pogue  
**Kimberly Pogue, Superintendent**

**DATE:** 5/7/2025

### **I. PURPOSE**

The purpose is to ensure that movies or videos available in JSEP schools are appropriate and used to meet the educational goals of the JSEP curriculum.

### **II. DEFINITIONS**

*Movie* means any motion picture or media presentation, not explicitly included in the JSEP curriculum, used during class time. Examples include DVDs and streaming services. Movies are rated on the following scale:

- G Rated: General subject matter is suitable for students;
- PG rated: Parental guidance suggested, some subject matter may not be suitable for students;
- PG-13: Parental guidance suggested, some subject matter may be inappropriate for children under 13; and
- R and X rated movies are prohibited.

*School Day* means a day, including a partial day, when a public agency is open and youth with and without disabilities are required to be in attendance for instruction. The JSEP shall provide six hours of instruction on non-partial school days.

*Video* means a recording of moving visual images made digitally or on videotape. (Note: TikTok apps are prohibited from being installed on State-issued or personal devices that are accessing State data, such as e-mails.)

### **III. PROCEDURES**

#### **A. Responsibilities**

1. JSEP Teachers shall complete a **JSEP Movie/Video Teacher Request Form (Appendix 1)** and forward it to their Principal and receive approval before showing a movie or video in their class.
2. JSEP Principals shall approve each movie or video that is shown in their school and monitor it for appropriateness and curricular value.
3. JSEP Principals shall ensure no one in their school is showing movies or videos that have not been approved for use in the JSEP curriculum.

**B. Movie or video**

1. JSEP staff may not show any movie or video that does not comply with the “Fair Use” provision and Chapter 1, Section 110 of the U.S. Copyright Act. The following is a summary of the guidelines from those documents. Movies or videos shown in school must:
  - a. Be used by teachers in the course of in-person instruction with students;
  - b. Be directly related to the curriculum and the current instruction;
  - c. Be correlated to instructional objectives;
  - d. Be shown in the normal instructional setting or an after-school setting; and
  - e. Be lawfully made, *i.e.*, no one has duplicated a copy or obtained a duplicate copy in violation of Fair Use without the permission of the copyright holder.
2. JSEP Teachers shall submit a **JSEP Movie/Video Teacher Request Form (Appendix 1)** to the school principal a minimum of five school days before showing the intended movie or video.
3. JSEP Principals shall approve or deny the showing of a specific movie or video after receiving a formal request by a teacher on a **JSEP Movie/Video Teacher Request Form (Appendix 1)**.
  - a. JSEP Teachers shall include the rationale for using the particular movie or video and a lesson plan that clearly delineates the movie or video’s value to the lesson.
  - b. If the principal deems the content of the movie or video adds value to the lesson (enough value to compensate for the amount of instructional time that will be lost) and is appropriate for the JSEP student population, they may approve it. Approved movies or videos will be restricted to those programs rated G, PG, and PG-13 and/or have educational, literary, artistic, wholesome recreational and/or entertainment value. *(Examples of inappropriate content might include, but are not limited to, movies or videos that contain excessive violence, sexual content, subject areas that might be traumatizing for the JSEP students, or promote illegal activities.)*
4. Principals shall approve or deny the use of the movie or video by returning the **JSEP Movie/Video Teacher Request Form (Appendix 1)** to the teacher at a minimum of one school day prior to the requested screening date. Movies or videos that have not been approved cannot be shown.
5. Movies or videos may be shown only for the class and lesson for which they were approved.
6. JSEP Teachers shall, in regards to effective instructional use of movie or videos:
  - a. Select titles that are aligned with the curriculum;
  - b. Carefully choose segments of a movie or video that are applicable to the instructional content as it is not recommended to show a movie or video in its entirety;

- c. Introduce the movie or video and explain the curricular connection;
- d. Pause to stop the movie or video to emphasize points and to encourage interaction; and
- e. Provide a culminating or follow-up activity to reinforce the instructional content.

**IV. RESPONSIBILITY**

The JSEP Field Director is responsible for implementation and compliance with this policy and its procedures.

**V. INTERPRETATION**

The JSEP Superintendent is responsible for interpreting and granting any exceptions to these procedures.

**VI. LOCAL OPERATING PROCEDURES REQUIRED**

No

**VII. DIRECTIVES/POLICIES REFERENCED**

No policies referenced.

**VIII. APPENDICES**

1. [JSEP Movie/Video Teacher Request Form](#)



## **DJS POLICY AND STANDARD OPERATING PROCEDURES**

### **Statement of Receipt and Acknowledgment of Review and Understanding**

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I have received and reviewed a copy (electronic or paper) of the above titled policy and procedures. I understand the contents of the policy and procedures.

I understand that failure to sign this acknowledgment form within five working days of receipt of the policy shall be grounds for disciplinary action up to and including termination of employment.

I understand that I will be held accountable for implementing this policy even if I fail to sign this acknowledgment form.

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SIGNATURE

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PRINT FULL NAME

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DATE

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WORK LOCATION

***SEND THE SIGNED COPY TO YOUR SUPERVISOR  
FOR PLACEMENT IN YOUR PERSONNEL FILE.***



## JSEP Movie/Video Teacher Request Form

**Form must be submitted 5 days prior to viewing date.**

**No Video can be shown to students without this signed pre-approval.**

**TEACHER NAME:** \_\_\_\_\_

**SUBJECT(S) & GRADE (S):** \_\_\_\_\_

**DATE OF REQUEST:** \_\_\_\_\_

**DATE TO BE SHOWN:** \_\_\_\_\_ **PERIODS TO BE SHOWN:** \_\_\_\_\_

**TITLE OF VIDEO/RATING OF FILM:** \_\_\_\_\_

☐ **FULL MOVIE/VIDEO**      ☐ **EXCERPT OF MOVIE/VIDEO**

**SOURCE OF VIDEO/DVD**    ☐ **MEDIA CENTER**    ☐ **RENTED**    ☐ **PERSONAL COPY**    ☐ **OTHER**

**CONNECTION TO CCRS STATE STANDARDS:**

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**PRE- VIDEO ACTIVITY:**

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**POST- VIDEO ACTIVITY**

☐ **APPROVE**    ☐ **DENY**

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**PRINCIPAL SIGNATURE** \_\_\_\_\_ **DATE** \_\_\_\_\_

*Teacher, Department Chair/Team Leader and Principal must keep a fully-signed copy for their files.*