



# VIDEO & DIGITAL MEDIA POLICY

## **Rationale:**

The purpose of this policy is to inform decision-making processes associated with the use and selection of video and digital media resources for teaching and learning.

## **Aims:**

To ensure that the College communicates effectively with parents about the selection and use of specific curriculum resources in order to allow parents to make decisions about their children's access to material that they may find controversial or unsuitable.

## **Definitions:**

*Video and Digital Media* refers to any screened television show or film within a classroom setting. This includes all media with a rating of 'PG' or above, but does not include documentaries, which are exempt from classification.

## **Implementation:**

### ***SELECTION OF MEDIA:***

- All videos and digital media screened must form part of the regular curriculum program and listed in the relevant planning documents.

### ***COMMUNICATION TO PARENTS:***

- The intention to screen video and digital media in a classroom must be communicated to parents.
- There is a form letter that should be used for this purpose.
- The letter must include;
  - The date the letter was sent
  - The educational justification for the media
  - The rating of the media
  - A synopsis of the media
  - An option for parents to opt-out of their child viewing the media
- This letter can include multiple video and digital media items, encompassing the full range of screenings for a unit, semester or year.

### ***RESPONSIBILITIES:***

#### **Principal Class Officers**

- Ensure that policies and procedures comply with Departmental guidelines.
- Ensure that the college community is informed about the use of video and digital media for teaching and learning from Prep to Year 12.
- Will utilise the Departmental guidelines for dealing with parental complaints and concerns regarding the screening of video and digital media.

## Leading Teachers

- Ensure staff are supported to follow this policy.
- Ensure that a consistent approach to policy adherence is followed.
- Ensure that staff can access the relevant resources (including a form letter) to adhere to this policy.

## Teaching Staff

- Will communicate to parents the intention to screen any video or digital media with a rating of 'PG' or above from Prep to Year 12.
- Will avoid the screening of any media rated 'M' or higher for students under the age of 15.
- Will utilise the form letter provided by the College, including a rationale for the use of the media, and information about the rating of the media and its synopsis.
- Will email a copy of the letter to the Administration Team prior to distributing it to students for their reference.
- Will keep records of those students who need to be excluded from specific media.
- Will provide alternative, comparable work and resources for students who need to be excluded from specific media.

## Resources:

- [https://www.education.vic.gov.au/school/principals/spag/curriculum/Pages/selectio  
n.aspx](https://www.education.vic.gov.au/school/principals/spag/curriculum/Pages/selectio<br/>n.aspx)
- [https://www.education.vic.gov.au/school/principals/spag/curriculum/Pages/issues.a  
spx](https://www.education.vic.gov.au/school/principals/spag/curriculum/Pages/issues.a<br/>spx)
- Teaching and Learning Policy
- Curriculum Policy

## Evaluation:

This policy will be reviewed as part of the College's three-year review cycle.

RATIFIED BY COLLEGE COUNCIL

\_\_\_\_\_ Date: \_\_/\_\_/\_\_  
College Council President

Review Date: October 2022