



LAMBTON HIGH SCHOOL

Light The Way
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Principal: Mr M Rosser

APPLICATION FOR THE USE OF AUDIOVISUAL MATERIAL

This form is to be completed for the presentation of all audio visual material shown to classes, or groups of students.

Teacher: _____

Class: _____

Title: _____

Date of Viewing: _____ Period: _____

Source of Material: _____

Rating: C P G PG
 M MA (Principal Approval is required for M and MA)

Parental Permission YES / NO

Relevance to Area of Study:

Student Activity:
 Written Report
 Worksheet
 Class Discussion
 Other

Teacher's Signature: Date.....

Head Teacher's Signature: Date.....

For Rating M or MA Only:

Principal's Signature: Date.....

Audiovisual Material in Schools – Procedures for Use
Memorandum to: Principals DN/10/00296

Directions for Schools

1. **All audiovisual materials and computer games must be previewed by teachers prior to use with students.** The reviewer should give particular consideration to the suitability of the material in the educational context and the age and maturity of the intended audience.
2. The use of classified films, programs and computer games in schools **requires the approval of the Principal.** The Principal may delegate the approval of the use of **C, P, G,** and **PG** material to an executive member of staff but **must not** delegate approval relating to use of **M** and **MA 15+** material.
3. Material classified **G** is classified for general viewing.
4. Material classified **PG** should only be used with students after careful consideration by teaching staff and approval in accordance with point 2 above, given that material in this classification might upset, frighten or confuse some students and an adult may be required to provide guidance to students. Staff may wish to inform parents in advance of the presentation of this material to allow parents the opportunity to withdraw their child from the viewing.
5. Material classified **M** should only be considered for students who are **15 years and over.** Material in this classification may contain themes and scenes which require a mature perspective. The material should have particular relevance to the course of study and should only be considered when other related resource material is limited.

Decisions about whether the use of M classified films, television materials and computer games in the school will be approved **must** be made by the Principal. The Principal may delegate the task of previewing the material to an appropriate member of the teaching staff who will advise the Principal as to suitability for students 15 years and over. Parents are to be informed in advance of presentation so that they have the opportunity to withdraw their child from the viewing. For students in Years 11 and 12, informing parents in advance may take the form of a notification to parents at the beginning of the course that material classified M may be shown during the course.

6. **Material classified MA 15+** should only be considered for students who are **15 years and over.** This classification is legally restricted. The material should have particular relevance to the course of study and should only be considered when other related resource material is unavailable. Decisions about whether the use of MA 15+ classified films, television materials and computer games in the school will be approved, **must** be made by the Principal. The Principal may delegate the task of previewing the material to an appropriate member of the teaching staff who will advise the Principal as to suitability. Parents are to be informed in writing in advance of presentation of the content and classification of the material. Parents' written approval will be required for their child's participation in viewing this material. Students who are 18 years or older and living apart from their parents may sign their own approval. Principals should refer to Section 7 of the department's Family Law Guidelines in circumstances where students under 18 may be living independently.
7. Regardless of the students' ages, films classified **R 18+ and X 18+ must not** be shown to school students under any circumstances.

Principals and teachers should note that this advice should also be applied to any approved school excursions that may involve visits to cinemas, video game venues, associated coach/air travel or other related activity that may involve film screenings or television viewing. Schools must ensure that no breaches of copyright eventuate in screening any material considered suitable following review within the conditions outlined above. Schools can play films for educational instruction by way of an exemption in copyright law provided the audience is limited to persons who are receiving the educational instruction or are otherwise directly connected with the place where the instruction is given. However this exemption does not cover playing film for non-educational purposes. Principals are reminded that **schools are directly responsible for purchase of a Co-curricular Licence,** to cover copyright provisions for screening of any video material on excursion bus travel, school camps, sport rainy day or lunchtime activities and other similar events.