PROCEDURE – Film and Game Viewing

Procedure
Staff must exercise great care when selecting videos/DVDs/films/Video games to use with students and selections need to be based on:

1. Educational significance.
2. Need and value to the course
3. Quality of production
4. Relationship to the course of study and curriculum.
5. Classification of the video or film and the year group who will view it.

Use of videos and films in the School

1. Copyright laws must be recognised and observed. This means that videos, DVDs, films and games may only be used for instructional purposes and not for entertainment unless they fall under the provisions of the co-curricular licence.

2. All videos, DVDs, films and video games should be previewed by the staff member, or guidance sought, such as through critical reviews, to ensure that the video, DVD, film or video game experience is appropriate to the course of study or learning area and to the students’ present stage of development.

3. This policy applies to the screening or use of specific extracts from videos, DVDs, films, and video games as well as a full screening.

4. The specific criteria for St Stephen’s School are described in the table on page 2.

5. Titles are often an unsatisfactory guide to the suitability of videos/DVDs/films/video games.

6. Classification of specific videos, DVDs, films and video games plus consumer advice can be checked at the website for Australian Classification [www.classification.gov.au](http://www.classification.gov.au)

7. The Classification Scheme provides useful information regarding the appropriateness of videos, films and video games. These guidelines have been incorporated into the table on page 2 which also specifies their application to this School.

8. If, after checking the table, you have any queries about the classification of an item or the potential copyright implications of material you wish to use please consult a teacher librarian.
### Video, DVD, Film and Game classifications as they are applied at St Stephen’s School

<table>
<thead>
<tr>
<th>CATEGORY and CLASSIFICATION</th>
<th>DESCRIPTION</th>
<th>APPLICATION TO ST STEPHEN’S SCHOOL</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>G</strong> General</td>
<td>Suitable for everyone</td>
<td>May be viewed by all students.</td>
</tr>
<tr>
<td><strong>PG</strong> Parental Guidance</td>
<td>Not recommended for viewing or playing by persons under 15 without guidance from parents or guardians.</td>
<td>May be viewed by Primary School students if parents have given permission. May be viewed in Years 7 – 12 under the educational guidance of teaching staff after ensuring that the material is suitable.</td>
</tr>
<tr>
<td><strong>M</strong> Mature</td>
<td>Recommended for teenagers aged 15 years and over. Material in this category cannot be recommended for those under 15 years.</td>
<td>May be viewed by students in Years 10 –12 who are 15 years of age and over. Parents of Year 10 students must be informed in writing in advance and given the opportunity to withdraw their child. The film or video should have specific application to the course of study.</td>
</tr>
<tr>
<td><strong>MA</strong> Mature Audiences</td>
<td>Legal restrictions apply to persons under the age of 15. Children under 15 years are not allowed to see these films in cinemas or hire them on video unless in the company of a parent or adult guardian. Children aged 15 and over may legally view these films without a parent or guardian being present.</td>
<td>May be viewed by students in Years 10-12 where the parents have been informed in writing in advance and given the opportunity to withdraw their child. The film or video should have specific application to the course of study. The mature perspective required of students viewing this material is a further consideration.</td>
</tr>
<tr>
<td><strong>R</strong> Restricted</td>
<td>This rating is legally restricted to adults 18 years and over.</td>
<td>Not to be shown to students under any circumstances.</td>
</tr>
</tbody>
</table>

## SUPPORTING PROCEDURES AND RELATED POLICY

Policy – Knowledge Management

<table>
<thead>
<tr>
<th>Doc Type</th>
<th>Original Approval</th>
<th>Last review</th>
<th>Next Review</th>
<th>Owner</th>
<th>Audience</th>
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</thead>
<tbody>
<tr>
<td>Procedure</td>
<td>2013</td>
<td>April 2015</td>
<td>DRAFT</td>
<td>Knowledge Services</td>
<td>All School</td>
</tr>
<tr>
<td>Registration Standard 2014</td>
<td>2013</td>
<td>April 2015</td>
<td>DRAFT</td>
<td>ISO 9000</td>
<td></td>
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<tr>
<td>12.0 Legal Compliance</td>
<td>2013</td>
<td>April 2015</td>
<td>DRAFT</td>
<td>5. Responsibility, authority and communication</td>
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</tbody>
</table>