

AP 251 – AUDIO-VISUAL INSTRUCTIONAL RESOURCES

Background

The Division recognizes that audio-visual resources may be used to deliver programs to students. The use of these resources is encouraged when and if the material enhances or more clearly portrays and demonstrates or provokes thought about the curricular concept being taught.

The Division supports the use of audio-visual programs that enhance the active and critical, as opposed to passive and unproductive learning experiences for children. Careful choices, then, on the part of the staff are necessary.

Procedures

1. Teachers shall consider the use of audio-video resources as a means to enhance instruction.
2. Teachers may only access audio-video resources from school or Division collections appropriate to licensing agreements. A teacher requiring a resource not in a school or Division collection must receive formal approval from the Principal in accordance to Section 4 of this administrative procedure.
3. In the event a school community decides to present a particular audio-video resource to a multi-graded group of students, the staff should thoroughly discuss a plan to ensure that the resource is appropriate for the age and maturity of the audience and that the presentation schedule is effective in the school's calendar of events.
4. The Principal, or designate, must ensure that:
 - 4.1 All audio-video resources are included in a school or Division licensing agreement;
 - 4.2 All resources are cataloged in either the school library or the Professional Learning Center (PLC) library collection; and
 - 4.3 All resources are approved before being added in the school's library collection.
5. All audio-video resource presentations shall be tracked by the classroom teacher on a form that will include the date, title and producer. This information will be collated and submitted to the appropriate licensing authority by the library technician in accordance to the licensing regulations.

Reference: Sections 85, 87, 108, 109, 175 Education Act