

Wednesday, 14 June 2017

## Media Usage Procedure

Media can be broadly defined as “Communication channels through which news, entertainment, education, data, or promotional messages are disseminated. Media includes every broadcasting and narrowcasting medium such as newspapers, magazines, TV, DVD, radio, billboards, direct mail, telephone, fax, internet, games, apps, and music. ([www.businessdictionary.com](http://www.businessdictionary.com)). The use of media has a right place in education and staff are encouraged to use media when appropriate to enhance teaching and learning.

Importantly it must be recognised that all media is a product of a God given ability to create. Unfortunately it is true too that this creativity occurs in a broken and sinful world. Despite this brokenness we can acknowledge that media in itself is not inherently bad, but can be used to communicate messages that are inappropriate, damaging and dangerous. The redemptive nature of the cross provides us with the opportunity to work toward redeeming media for the purposes that are honourable and righteous to God and his purpose and plan.

To ensure that media is used appropriately at Marrara/NT Christian Colleges the following guidelines are to be used.

- All media must be viewed and carefully considered by the teacher before being used in the classroom.
- The viewing of any media must be recorded into the Teaching-Learning program for that class.
- The age, maturity and cultural background of the audience will be considered when deciding on the appropriateness of its use.
- Choose wisely and carefully so as not to offend. Some parents are very particular about media that is shown to their children. If in any doubt about a media, seek advice before showing it.
- Do not assume that regularly used material is appropriate for your current class based solely on past use.
- All media are subject to copyright laws, and staff are required to be up to date with copyright requirements.
- Segments from a rated media that do not reflect the full rating can be used according to the Section Classification Guide, once an attempt has been made to classify the segment.
- Australian Screen ([aso.gov.au](http://aso.gov.au)) provides useful information on a large range of Australian resources – including many unclassified documentaries. It also has “curated” scenes with a tagged rating, and other educational information. Eg Mad Dog Morgan (M) has three curated clips with PG rating and education and curator notes.
- Media can only be used in the context of approved curriculum and courses.

- When a media source or part thereof is identified in planning and programming, a rating must be included. If a note needs to be sent home then information as to why this resource is being used should be included (and note if you are omitting “problematic” portions).

### **Rating Classification Guide**

**Primary School:** G rated only. If PG rated, a note requesting permission for each child to view is to be sent home, explaining the content of the media and the purpose for viewing.

**Middle School:** G or PG rated. If M rated, a note requesting permission for each child to view is to be sent home, explaining the content of the media and the purpose for viewing.

**Senior School:** G, PG or M rated. MA15+ rated, a note requesting permission for each child to view is to be sent home, explaining the content of the media and the purpose for viewing.

### **Unrated Media**

- An attempt must be made to classify unrated media. (See resource 2 and 3 as suggestions) This includes on-line media, ie. You Tube.
- When classifying media the following principles should be considered:
  - Document why you have classified the material the way you have (See Classification.gov.au resources)
  - Always classify conservatively
  - Check with a colleague or Head of School if in doubt
- When unrated on-line media is used, it must be previewed and the Section Classification Guide applied
- To reduce the chance of inappropriate material being viewed by students, where possible media should be downloaded prior to viewing.

### **Resources:**

1. [www.aso.gov.au](http://www.aso.gov.au)
2. [www.classification.gov.au](http://www.classification.gov.au)
3. [www.classification.gov.au/Public/Resources/Documents/School%20information%20sheet%20with%20matrix.pdf](http://www.classification.gov.au/Public/Resources/Documents/School%20information%20sheet%20with%20matrix.pdf)
4. <https://www.common sense media.org/>
5. NTCS Copyright Policy – TRIP