



REQUIREMENTS FOR VIDEOS TO BE PLAYED ON OUSD DISTRICT CHANNEL

*Media that does not adhere to these standards will not be played.
Playback date & time cannot be guaranteed.*

1. Must be produced and submitted by District employee, student, or group.
2. Program content must not violate any federal, state, local laws or school district policies and procedures including but not limited to those relating to copyright, libel, slander, indecency, and obscenity, as defined by the Supreme Court.
3. All programming submitted by students must be related to a class project or assignment.
4. All programming is to be non-profit in nature and reflective of the District's Strategic Plan and Goals.
5. Program may acknowledge sponsorship one time within a 60:00 program and twice for programs exceeding 60:00. Sponsorship(s) acknowledgement not to exceed :15 each. Logo can be visible on screen.
6. Programs may not endorse declared political candidates running for office.
7. A content disclaimer may be required at the beginning and/or end of programs submitted for playback. The disclaimer will be included in the total running time of the program and should be worded as follows:

*VIEWS AND OPINIONS EXPRESSED IN THIS PROGRAM DO NOT REFLECT THOSE OF THE DISTRICT OR ANY RELATED PRODUCTION ORGANIZATION, ITS MANAGEMENT, OR STAFF. PRODUCERS OF THE PROGRAM ARE **SOLELY** RESPONSIBLE FOR THE CONTENT.*

8. Tapes/DVD must be labeled with the following information:
 - Program title and length
 - Show or episode
 - Name & phone number of person responsible for program submission
 - Total running time and delay time
 - Date submitted
9. Media must be submitted on either mini-DV tape (standard definition only) or DVD-R.
10. Only one show per tape/DVD permitted.
11. Audio & video levels must be stable throughout the program.

I have reviewed the program being submitted to the District's Video Department and agree it meets the above stated requirements.

Instructor Signature

Date

Program Title

Administrator Signature

Date