



Educational Channel

Policies and Procedures for Program submission for Educational Channel 18
Marion, Mattapoisett & Rochester School districts 10/1/2007

All programs to be cablecast on the Educational channel must be submitted to the granted teacher representative at Old Rochester Regional High School 135 Marion Rd. Mattapoisett, MA. The two teachers are Debbie Stinson and Lee Shionis. They can be reached at 508-758-3745 x 1934. Programs should be delivered to the front office of the High School during regular school hours 7:30am-3:00pm.

Programs must be submitted on Mini DV tape or DVD –R formats. For DVD format no menus are preferred. All actual tapes or DVD's must be labeled with submitter's name, school, phone number, show title and length.

All programs must be submitted with a completed *Statement of Compliance* form. The *Statement of Compliance* form includes: name, address, phone number, email, school affiliate, show producer, show title, length, requested time slots (days and times), and sign off that show has been reviewed and approved by submitter.

All submitted programs for the Educational channel must be reviewed and approved by the submitter. Programs containing youth in the tri-town school system need to have submitted a *Directory Information Notice* to the school giving permission for students to be photographed or videotaped.

If a program is being submitted by a producer outside of any school program and the submitter is under 18, a parent or guardian must also sign the *Statement of Compliance* form.

The scheduling of the Educational channel is done through the granted teacher position. All requests are given equal access to program time on the channel. See "ORCTV Educational Programming Procedures".

Producers must secure all releases of copyrights, talents, etc. and any other necessary permissions or legal clearances to use materials included in the program prior to its airing.

The producer/submitter assumes full responsibilities for program content, and releases ORCTV, the towns of Marion Mattapoisett and Rochester, ORR School district and staff from any liability of legal fees and expenses or legal challenge that may be incurred as a result of the cablecasting of the program.

Ownership

The copyright for program content produced using Educational equipment/facility is retained by the producer. ORCTV retains a copy of all programs produced and retains the right of unlimited cablecasts and duplication.

The following is prohibited on the Educational Access channel.

- excessive profane language
- nudity
- sexual activity
- extreme physical violence or degradation
- extreme political opinions
- Any material which is obscene or an invasion of privacy; slanderous, libelous, defamatory, or which is a violation of any local, state or federal law;
- Programs containing material that may be unsuitable for younger audiences will air only in the "safe harbor" hours between Midnight and 5:00 a.m. and must contain a warning and disclaimer prior to first video and all subsequent broadcasts.
- Any material or information concerning a lottery (however, legal non-profit organizations are permitted to promote their fundraisers), gift enterprise, or scheme offering prizes dependent on lot or chance;
- Any material presented in violation of copyright, royalty, trademark, literary or motion picture rights, or other ownership rights, or any material submitted without all necessary releases, licenses, or other required permission;
- Any material presented for private commercial gain.

Commercial Content Restrictions

ORCTV's Educational channel shall not cablecast nor permit to be cablecast, programs which have commercial content. Commercial content includes, but is not limited to, product placement, advertisement and service designations provided in exchange for value of any kind or nature.

Underwriting/Sponsorship

Acknowledgment of underwriting by businesses, organizations, or grantors providing monetary or other assistance to support ORCTV channels or the production of a program may be included. Acknowledgments may include the underwriter's name/business name, logo, phone number or web address and a brief value neutral statement describing the underwriter's contribution or product. No call to actions are allowed per non-profit state laws. Complete information may appear for not-for-profit organizations.