

MEMORANDUM

12/9/2020

TO: All HISD staff
FROM: Academic Services
SUBJECT: Movie Licensing
CONTACT: Kallie Benes, Kallie.benes@houstonisd.org

Want to show a movie to enhance your students' learning? You can! HISD has purchased a site-based movie license for every HISD campus. When planning instructional activities where movies can be used as a resource, please make sure that you follow these general guidelines:

1. Search SWANK's movie database to ensure their license covers the movie you want to show. <https://www.swank.com/k-12-schools/movies/>
2. Only show the movie (for non-theatrical public performances) and promotional materials inside HISD school buildings (no outdoor or off-campus viewings).
3. HISD may promote the showing of the movie via private mailings, web, or social media directed to school students, faculty and staff. Any promotion that is expected to be seen by the public may NOT contain the title of the movie. The movie may not be advertised by radio, TV, or newspaper.
4. Do NOT modify, translate, enhance, copy, download, or stream the movie in any way.
5. You must buy, borrow, or rent the movie from a legal source (no bootlegged versions).
6. HISD may NOT charge admission for movie viewings.

If you have any additional questions after viewing the guidelines, you may contact Kallie Benes directly at 713-556-7357 or Kallie.Benes@houstonisd.org or direct your questions to LibraryServices@houstonisd.org.