

CAMERA USE POLICY AND CONTRACT

Gregori High School Digital Media students are privileged to access new and advanced digital equipment to use as part of their learning experience. Before students are allowed to checkout equipment, they must accept full responsibility for the safe return of all cameras and equipment. Furthermore, students and parents must agree to reimburse the Gregori Digital Media Department if equipment that is checked out is damaged or lost.



Camera Checkout Contract (Student)
I agree to follow the "CAMERA USE POLICY" detailed on this page. I understand that, if I demonstrate negligence or an unwillingness to follow the guidelines on this page, my ability to check out equipment will end. I assume financial responsibility for the equipment I check out. I will pay for any repairs needed, due to negligence, when the equipment is under my control. I also agree to pay for, or replace with comparable equipment, any items lost or stolen while in my care. I understand that my grades, transcript and diploma may be held until this debt is paid.

Student Signature

Print Name

Date: _____

Camera Checkout Contract (Parent)
I agree to assume financial responsibility for the equipment my son or daughter checks out. I will pay for any repairs needed, due to negligence, when the equipment is under my son or daughter's control. I also agree to pay for, or replace with comparable equipment, any items lost or stolen while in my child's care. I understand that my son or daughter's grades, transcript and diploma may be held until this debt is paid.

Parent Signature

Print Name

Date: _____

CAMERA USE POLICY

1. You must know how to properly use the camera or other piece of equipment you are checking out. Training and testing will be required for camera use.
2. Student accepts full responsibility for the safe and speedy return of the camera equipment.
3. Test equipment to ensure it is in good working order when you check it out.
4. Cameras and other equipment are currently checked out on a daily basis. You must return it on the school day following checkout unless specific arrangements for longer checkout are made with Mr. McCarthy. If you are ill or not coming to school on the day equipment is to be returned, it is still your responsibility to get it back on time. Other students will need it.
5. Equipment must be returned in the same condition it was in when you checked it out.
6. All camera straps must be used to prevent dropping the equipment. Never carry a camera without the neck strap being around your neck. Repair bills on dropped cameras are usually around \$300 and you are responsible for any damage to the camera while in your possession.
7. Never attempt to repair equipment yourself and never remove any parts.
8. Never use force to turn or wind any part on a camera. Any amount of force will probably damage internal parts.
9. Do not get water, beverages, dirt, or food on the camera. *Always replace the lens cover when not in use.* Sea water is particularly bad for camera equipment; do not take any school camera equipment to the beach without specific permission.
10. Do not lend any of the camera equipment to anyone else: it is checked out to you and you only.
11. Camera equipment must be in your immediate possession at all times. Do not leave equipment in lockers or cars. If you lose it, you buy it.