

CAMERA CHECKOUT & LOCATION AGREEMENT

CHECKING OUT A CAMERA

- A. Students are responsible for the cameras and equipment that they check out.
- B. The check out sheet must be completely filled out by both the student and instructor
- C. Students should check that the camera batteries are full and/or charged.
- D. Only students who are in Photo may check out and use cameras. You may not let anyone else use the camera.

USE OF CAMERAS – RESPONSIBILITIES

- 1. You are responsible for the use of the equipment. Take very good care of the cameras and other equipment. If the camera or equipment is damaged or lost you are responsible for the purchase cost.
- 2. All members of a group are to be actively involved in the picture taking process while out of the classroom. **Using a camera is not an excuse to walk around school.** Failure to follow this guideline will result in the loss of the privilege to use the cameras and to go outside of class. Additional detention may also be assigned.
- 3. **ONLY** you and members of your group (the one's who checked out the camera) are to be using the camera – it is not to be passed around to others (ie: your friends or others not taking Photo with Mrs. Doerrer)
- 4. Photos taken during school hours are to be taken within the campus grounds and outside of classrooms only. You **MAY NOT LEAVE CAMPUS** at all during class time:
 - You may not enter classrooms or disrupt any class in any way.
 - You may not ask a teacher to pull a student out of class. If you need a model you must ask a student in your Photo class only.
 - Any grounds off campus and the parking lot are off limits.
 - Do not give your instructor or school officials any inclination that you are not using your photography time wisely. (No running, loitering, climbing, jumping on building, skateboarding, bike riding, etc. No socializing with students around campus.)
- 5. Do not enter other classrooms or point cameras through windows. Do not photograph a teacher's desk or instructional materials. Disruption of other classes will not be tolerated. Respect their right to learn.
- 6. Photography time is to shoot photos only. You may not use this time to visit Counseling, Administration, the Media Center, or any other classes.
- 7. If a teacher, administrator, etc. asks you to move from the area where you are taking photos, you are to be courteous and move.
- 8. You may not take photos in any of the areas that are fenced off or locked.
- 9. You may not take photos in any bathrooms or locker rooms.
- 10. You are not to photograph any person (faculty member, student, etc) without their knowledge of being photographed—especially in a manner that is not appropriate or will be used to disparage the individual. Any person being photographed for a class project must sign a release form.
- 11. You may not photograph any lewd or illegal act.
- 12. You may not photograph any member of your group doing something that breaks school rules during class time. (i.e. No Skateboards, no climbing structures, no hanging from things, etc.)
- 13. You must use all the time given to you to shoot photographs. You must return to class before the designated time your instructor gives you with all the camera equipment. When you finish your assignment you must return to class.

CONSEQUENCES

Failure to abide by the rules stated above will result in:

- Loss of camera privileges for the remainder of the school year
- Loss of privileges to leave class to take photos for the remainder of the school year
- Detention with Mrs. Doerrer, Friday school detention, or campus beautification detention at the discretion of the instructor

By signing below I confirm that I have read the Camera Checkout & Location Agreement, I understand the rules listed above, and agree to abide by them.

Print Your Name Date

Student Signature Date