

Yearbook Staff

2023-2024 Digital Camera & Equipment Agreement

Students on the Yearbook Staff will be using digital cameras, batteries, memory cards, card readers, monopods, computers, data cables, and editing software to create the yearbook. Because the equipment they will be using is breakable and expensive, it is their responsibility to make sure that it is used properly and returned undamaged. Below is an explanation of the use and check-out requirements of school-owned digital cameras and equipment:

Before any student on the yearbook staff can use any school-owned camera and/or equipment unsupervised, the following criteria must be met:

- This agreement must be signed by the student **AND** his/her parent/guardian(s)
- The student must be present during the class session that covers:
 - o Sign-out policy for the camera and equipment
 - o Basic use and care of the camera and equipment
 - o Guidelines for picture taking
 - School-related activities and events only
 - Cameras are NOT to be used for personal use
 - o Student responsibility and liability of the camera and equipment
 - Neglect includes (but is not limited to):
 - Storing the camera improperly (in a backpack or car)
 - Dropping or disassembling the camera or equipment
 - Getting the camera wet (rain, spilled drinks etc.)
 - Leaving the camera with a non-staff member who is a minor, even temporarily
 - Having someone else turn in the camera and equipment (unless it is a parent)
 - Failure to return all of the equipment with its labels/tags intact
 - Taking pictures without wearing the strap or having the camera properly attached to a monopod
 - Losing the camera or equipment

Students are responsible for making sure camera batteries are placed on the table upon check in. The memory card should also be placed on the table, the monopod put away, and the sign-in sheet brought to the teacher to initial. Digital cameras left unattended or found around school will result in the loss of privileges for that student. Photos taken with cell phones must be uploaded to Google Drive and then downloaded to the SJHS Media Drive **BEFORE** the photos are deleted from the phone. . At any time throughout the year students are welcome to use their own digital cameras rather than borrowing yearbook equipment.

If a camera or equipment is damaged or lost while in the student's possession, that student may be responsible for the partial or full cost of replacing the camera or equipment (based on an appropriate retail value). **When a student has the camera signed out, only that student should be using the camera and only pictures of the assigned event and related content should be taken.** *Note, to date, no student has ever damaged equipment.

Please sign and date below, which acknowledges that the student and parent/guardian have read this agreement and understand the responsibilities and liabilities associated with using the digital cameras and equipment.

PRINT student's first and last name

PRINT parent/guardian's first and last name

x _____ / ____ / ____ 2023_
Student's Signature Date

x _____ / ____ / ____ 2023_
Parent/Guardian's Signature Date