



EQUIPMENT LOAN & USAGE CONTRACT

MS. SCHUERMAN: PHOTO, GRAPHIC DESIGN, & DIGITAL MEDIA

Dear Parent/Guardian:

In the Photography, Graphic Design, and Digital Media courses offered at MRHS, we provide DSLR and Video Cameras, SD cards, tripods, audio and sound equipment, and iMacs for student use. The technologies and tools we use are very expensive and fragile pieces of equipment and need to be handled responsibly. Below are required rules and expectations for renting and handling equipment. Please read and sign the agreement below. Contact Ms. Schuermann with any questions or concerns. Thank you!

Signing Out Photo & Film Equipment

- Students may borrow equipment for a maximum of two school days. (*or otherwise specified*)
- All signing out and returns will only take place after school between 3-3:20PM. Not During School Day**
- Students must thoroughly check equipment for damages BEFORE signing out. Notify the teacher if you see any damages or defects.
- Students must fill out the appropriate Google Form in order to receive and return equipment.
- Once equipment is signed out, the student is solely responsible for any damage or loss.
- There are only about 16 digital cameras to be used by 6+ courses this semester so timeliness is extremely important in returning them
- Equipment is not to be put on-hold.

Handling Photo & Film Equipment

- Only the student who signed the equipment out should handle it.
- Cameras and other equipment should never be left out in a car. Extreme heat and cold can cause the camera to jam. Treat it like your own.
- Neck strap should always be worn when a tripod is not in use.
- If the student does not take care of the equipment or uses it irresponsibly or recklessly, they may lose their privilege to use the school equipment.

Handling Classroom Mac Books

- Students are expected to treat the computers with respect and care.
- Students must follow school wide acceptable use policy.
- No food or drink allowed on table or anywhere near the computers.
- No use of social media, music, videos, or games during class.
- NEVER plug a personal device into the computer without consulting the teacher first.

Possible consequence(s) for a breach of any of the above rules and expectations:

- Detention
- Office Referral/Call Home
- Temporary/Permanent revoked privilege of using school-provided equipment/technologies
- Bill sent home for any lost, stolen, or damaged equipment. (Ex. DSLR Camera & Accessories = \$500.00)
- Students who have outstanding balances may lose his/her privileges to participate in school wide events such as homecoming, prom, or graduation.

I, the parent/guardian of _____ have read the Equipment Contract with my son/daughter and understand and agree with the terms and conditions.

Parent/Guardian Full Name: _____

Signature: _____ Date _____

Student Full Name: _____

Signature: _____ Date _____



PHOTO & VIDEO RELEASE FORM

MS. SCHUERMAN: DIGITAL PHOTO, GRAPHIC DESIGN, & FILM

In Ms. Schuermann's classes, teachers and students will be using approved devices to create artwork related to the course objectives. This acknowledgement form allows the student's image, voice, and artwork to be captured through video, photo, and sound recordings for educational purposes. If you have any questions or concerns, please e-mail Ms. Schuermann immediately. Thank you!

I, the parent/guardian of _____, grant permission to the rights of his/her image, likeness and sound of his/her voice as recorded on audio or video tape without payment or any other consideration. I understand that his/her image may be edited, copied, exhibited, published or distributed and waive the right to inspect or approve the finished product wherein my likeness appears. Additionally, I waive any right to royalties or other compensation arising or related to the use of my image or recording.

Photographic, audio or video recordings may be used ONLY for the following purposes:

- Education-related presentations
- Education-related digital/printed media
- Class blog and/or website
- School events or showcases
- Teacher evaluations

By signing this release, I understand this permission signifies that photographic or video recordings of my child, or his or her artwork, may be electronically displayed via the internet in the public educational setting. By signing this form I acknowledge that I have completely read and fully understand the above release and agree to be bound thereby. I hereby release any and all claims against any person or organization utilizing this material for educational purposes.

Parent/Guardian Full Name: _____

Signature: _____ Date _____

Student Full Name: _____

Signature: _____ Date _____

If this release is obtained from a presenter under the age of 18, then the signature of that presenter's parent or legal guardian is required*