



THE LINDEN SCHOOL
DIGITAL CAMERA / VIDEO CAMERA USE
CONTRACT
2010-2011

The digital and video cameras are wonderful donations from Linden parents, which enable us to enrich our programme and in-house publications. We are training students in the use and care of these cameras, and ask students to be responsible in their handling of this equipment. Students will be asked to sign out the cameras for out-of-class use. Students signing out this equipment must agree to the following guidelines.

- I will take full responsibility for the appropriate use of the cameras as outlined below.
- I will use the cameras for academic and school use only.
- I will not willfully damage the cameras by dropping them, exposing them to water, heat, dangerous chemicals or any other harmful substance.
- I will not leave the cameras unattended. I will always keep a close eye on the cameras and ensure that they are on my person, wherever I go, when I have signed them out.
- I will ensure that the memory disk is not removed from the digital camera (unless I am downloading pictures), nor will I remove the batteries from the camera, or any other attachments.
- I will not forget the memory disk in the computer room; I will re-insert it into the camera as soon as I have completed downloading the photographs.
- I will ensure that the camera is returned to the school office with all components intact – batteries, memory disk, and all other attachments, etc.
- I will only use the specified batteries for the cameras which are provided or approved by the school. I will not use different types of batteries at the same time, nor will I mix used/old batteries with new ones, or rechargeable batteries with non-rechargeable batteries.
- I will only save school-related pictures on the computer's hard drive in designated folders. I will delete any photographs I take that did not turn out well, in order to save the computer's memory/storage space.
- I will not delete/alter/tamper with anyone else's saved photographs/movie clips on the computer.

PLEASE SIGN AND RETURN TO THE SCHOOL OFFICE:

My daughter and I have read and understood **The Linden School's Digital Camera / Video Camera Use Contract**. We understand that any abuse of this agreement could result in her losing the opportunity to use this equipment. We also understand that if the cameras are damaged while she has "signed out" them out, I will be held responsible for their repair/replacement cost.

STUDENT NAME:

GRADE:

PARENT/GUARDIAN NAME:

DATE:

*Note: entering your names above is equivalent to a signature for the purposes of this form.