

## VIDEO EQUIPMENT/CAMERA USE RULES

*Filmmaking & Video Production • Instructor: Ella Harrison • Murrieta Valley High School • Room 825*

Student Name: (Print Please) \_\_\_\_\_  
Period: \_\_\_\_\_ Date: \_\_\_\_\_

Dear Parent(s) and Student,

The following rules have been implemented to protect the investment of our TV/Video equipment from abuse, damage and theft. Students have always shown great responsibility, after talking with their parents regarding the responsibility and consequences of checking out and using school equipment. Our equipment would be hard to replace due to a limited budget.

Please report any broken equipment to the instructor immediately, so we can start a repair request as soon as possible.

Please read carefully and sign the bottom of this document and return this form to the instructor. Students will not be able to use TV/Video equipment until this form is returned.

Thank you for your support in keeping our equipment in top condition for the benefit of all students.

1. DO NOT leave the classroom with video camera equipment, unless you have entered your name, equipment being used and location information requested, into the video equipment log book.
2. Only RECORD video footage that can be downloaded to the computer in the same class time period.
3. Equipment being checked in/out must be checked and signed off by your instructor.
4. It is the student's responsibility, to check the operational status of the equipment before checking it out.
5. Students are responsible for the equipment he/she has checked out for use during class or after school. (\*Any vandalism or theft of equipment will be referred to the campus resource officer.)
6. Student and parents will be responsible for the replacement cost of equipment if damaged or stolen.
7. School equipment can only be used for school projects and not for personal projects or business.
- 8.\* Student(s) will not record any content which will place him/her in a dangerous situation or content that is in violation of the MVHS and/or California Education Codes.  
(Examples: Simulating an adult video, Jack Ass Videos, rolling down the side of hill with camera, videos containing drugs, guns, violence, alcohol, discrimination, racial, etc.)

Failure to follow the above classroom "Video Equipment/Camera Use Rules" will result in the following action(s) and possible loss of video equipment use privileges.

*Items #1-4 First Offense*

- Student meeting with teacher
- Parent notification (staff)

*Second Offense*

- Referral sent to administration for action
- Parent notification (staff)

Items #5-8 (\*See MVHS Parent/Student Handbook for Student Discipline/Education Code.) Student & Parent(s) have been informed and understand the "Video Equipment/Class Use Rules" policy listed above.