



EQUIPMENT POLICY

Dealing with the film equipment is an extremely relevant part of this course. The student will learn the importance of handling equipment with care and the responsibility of leaving the equipment prepared for the next student/group that will use it.

It is understood that students may not have a camcorder available to use so there are four whole-school camcorders available to check out. However, if a camera is lost or damaged while checked out, it is the student's responsibility to repair or replace.

In order for a student to check out a camera, s/he needs to be solemnly responsible for the equipment while it's under her/his possession. Here are the rules that must be followed by the student:

1 - Students check out a camera with their teacher. At this moment, the camera will be checked out under their name in the school's circulation website, Destiny (<http://asset.scischina.org>). From that moment on, the student is responsible for the equipment until s/he turns it back in and has the equipment checked out from his/her name.

2 - The student must return the equipment with the same accessories in which it was checked out, which usually consists of tripod, extended battery, USB cable and charger. If one of those accessories is not present, the camera will not be accepted back.

3 - If by any chance the student changed any of the main setup of the camera (camera resolution, for example), the student must return the configuration to its default, like when s/he checked out the camera.

4 - Any equipment checked overnight/weekend must be returned **before** first block of the following day, allowing other students to check out the same equipment.

5 - All the videos will be deleted upon the return of the camera so the student must capture any footage to his/her computer **before** returning it.

5 - It is very important that the student confirms that the equipment was checked back in the system, off his/her name.

6 - If the equipment is damaged or lost, it is the student's responsibility to fix or replace it.

I understand the policy and I will abide to it.

Student

Parent/Legal Guardian