

## PTMS Yearbook Equipment Agreement

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**Although most yearbook students prefer to use their cell phones to take photos, we do have school yearbook equipment available as well.** This agreement covers both the individual camera that might be sent home with a student and the larger camera checked out for special events and activities. Before any student on the yearbook staff can use any school owned camera unsupervised, the following criteria must be met:

- This agreement must be reviewed and signed by the student AND his/her parent(s)
- Guidelines for picture taking:
  1. School-related activities and events only
  2. Yearbook related photo assignments
  3. Cameras are NOT to be used for personal use
  4. Content on these devices must be school appropriate
- Student responsibility and liability of the camera
  - Neglect includes (but is not limited to):
    1. Storing the camera improperly (in a backpack or car)
    2. Dropping the camera and/or jamming the lens
    3. Getting the camera wet (rain, spilled drinks, etc.)
    4. Getting sand in camera causing it not to function properly
    5. Losing the camera
    6. Camera getting stolen
    7. Allowing a non-staff member to hold, borrow, or use the camera
- Students need to follow along when we go through the instructional phase of learning how the camera works. If at any time during the camera instruction lesson the student notices the camera not working, please let Ms. Hogelucht know immediately so we can record the issue (this will prevent the student from being charged in the future for the broken/malfunctioning camera).
- If a camera is damaged, lost, or stolen while in the student's possession, that student is responsible for the partial or full cost of replacing the camera. Please see the list below for camera fees and fines:
  - Nikon Digital Camera (checked out on day of event – returned the next class period):
    1. Cost of replacement camera: \$490.00
    2. Cost of replacement bag: \$15.00
    3. Cost of replacement rechargeable batteries: \$2 each (camera requires 4 + 4 extra are always included in case of low battery during an event)
    4. Cost of replacement memory card: \$8.00
  - Nikon Coolpix L22 Digital Camera:
    1. Cost of replacement camera: \$100.00
    2. Cost of replacement bag: \$12.00
    3. Cost of replacement rechargeable batteries: \$2 each (camera requires two)
    4. Cost of replacement memory card: \$8.00
    5. Cost of replacement card reader: \$6.00
  - Tripod with bag and accessories:
    1. Cost of replacement: \$120.00

Digital cameras and any other yearbook equipment left unattended or found may result in a loss of privileges for that student. At any time throughout the year, students are welcome to use their own digital cameras rather than borrowing a yearbook camera.