

Southeastern Multimedia Group (SMG)

Equipment Use and Checkout Agreement

Southeastern Multimedia Group students will be using digital cameras, video cameras, streaming equipment, batteries, memory cards, card readers, tripods, monopods, flash drives, computers, and editing software to create multimedia publications. Failure to comply with any of the following will result in immediate revocation of equipment usage rights. Use of school owned equipment is limited to school-related activities and events and never for personal use. If equipment is damaged or lost while in the student's possession, that student may be responsible for the partial or full cost of replacing the equipment. Decisions regarding payment responsibilities for damaged or lost equipment repair and replacement costs will be determined by Southeastern School Administration. Below is an explanation of the use and checkout requirements of school owned equipment.

1. You accept full responsibility for the safe and speedy return of the equipment.
2. Equipment must be returned in the same condition it was in when you checked it out. All equipment will be verified to be in good working order upon checkout.
3. All equipment must be checked and signed out by your instructor and then checked and signed in by your instructor or another staff member designated by your instructor.
4. The Equipment Checkout Form must be used for each piece of equipment borrowed, and must be signed in view of the instructor by the person taking responsibility for the equipment.
5. You must know how to use any equipment borrowed. A competency test may be required for any equipment being checked out.
6. Only pictures and/or video of the assigned event and related content should be taken.
7. All equipment neck/hand/wrist straps must be used at all times to prevent dropping the equipment. Never carry equipment without using available straps. This is a common mistake that results in costly repairs.
8. Never attempt to repair equipment yourself and never remove any parts.
9. Never use force to turn or wind any part of any equipment.
10. Do not get water, beverages, dirt, or food on or in any of the equipment.
11. Always keep the lens cap on when not in use.
12. Do not let anyone else use the equipment other than you. You are responsible for any damage, regardless of who does it.
13. Equipment must be in your immediate possession at all times. Do not leave equipment in lockers or vehicles. If it gets lost or stolen, or damaged in any way, it is your problem.
14. All equipment is checked out on a daily basis. You must return it the following school day, prior to your first class. If you are ill or not coming to school on the day it is to be returned, it is still your responsibility to return it on time.
15. Unauthorized use of equipment will be treated as theft and violators will be turned over to school authorities.
16. Before returning equipment, students are responsible for recharging all batteries, and editing, saving and uploading memory card data to the proper files, including the main external drive maintained by the instructor. After data is saved on the external drive, the instructor will delete memory card data.

I, the undersigned, agree to the above terms for use and checkout of the Southeastern Multimedia Group equipment. Whenever I am conducting official business on behalf of the Southeastern Multimedia Group, I will behave myself with the utmost integrity, comply with every policy outlined in the Blount County Schools Parent-Student Handbook and Student Code of Conduct, and treat people with kindness and respect.

Printed Student Name _____

Student Signature _____

Date _____