

Student/Parent Audio-Visual Equipment Usage Agreement:

Center for Communication Technology Magnet students are often required to complete projects that may require the student to take photographs, shoot video, or record sound away from the classroom. In order to make this possible, we have equipment available for students to check out. This equipment includes, but is not limited to:

- digital video camcorders • tripods • computers
- digital still cameras • batteries & chargers
- microphones & headphones • Graphic tablets

The above equipment is very expensive, state-of-the-art technology that has been acquired through grants and district funds, and we are very proud to be able to offer this equipment for use to our students so that they might better prepare themselves for media-related careers. The care and usage of these items is of paramount importance, so that we can continue to offer this unique advantage to all of our students. Therefore, we ask that the student and the parent carefully read and sign this agreement before we check out equipment to the student. This signed agreement will remain valid through the current school year, unless terminated due to failure to comply with the following terms.

I, _____, and my parent/guardian, _____
(student name, please print) (parent name, please print)

both agree to the following terms and conditions of borrowing audio/visual equipment from Center for Communication Technology and Thomas Jefferson High School:

- I will demonstrate the utmost care and caution when borrowing any audio/visual equipment.
- While in my possession the borrowed equipment will remain with me, or will be stored safely in my home (I will not leave the equipment in my car, or locker, or at a friend's house, etc.).
- I will not lend the equipment to a friend or family member for his or her own private use.
- I will use the borrowed equipment only for the project that has been approved by my instructor.
- If the equipment is stolen I will file a police report immediately, and notify the instructor of the situation.
- If the equipment is lost I understand that I am responsible for the replacement cost of the equipment.
- If the equipment is damaged while in my possession I understand that I am responsible for the repair costs.
- I will not take any equipment home without checking it out personally from the instructor.
- I will return any borrowed equipment no later than 7:30 a.m. the following school day.
- If I am ill and/or unable to attend the school the following day, I realize that it is still my responsibility to return the equipment on time, and will have a friend or parent return it for me.
- I understand that any breach of this agreement will result in the discontinuation of my borrowing privileges.

Acknowledgement and acceptance of the Student/Parent Audio-Visual Equipment Usage Agreement requires an electronic signature, found on the Google Form located on jesparza.tjspartan.org website