

## Mr. Diaz – A205 – Digital Photography & Video Production Camera Check Out Policies/Procedures



- Cameras are available on a first come-first serve basis and may be checked out for a **maximum two nights at a time**. Cameras checked out during the week should be present during class time. Students with a D or F may have choice of camera limited.
- Students must possess a valid El Rancho High School ID to check out cameras. I will keep your ID until you return camera (if you need your ID for lunch you may use last year's El Rancho ID).
- Each camera should have an SD card. Also, students should take *rechargeable* batteries from the “**Charged Batteries**” can before they leave (the assumption is that each student has checked out camera (w/bag), an SD card, and batteries). You must let me know if you are not taking any of these items.
- **Compact Cameras:** Do not discard rechargeable batteries if they lose power. You may use standard alkaline AA batteries from home-but please return rechargeable batteries.
- Use great care when taking camera to other classes, lunch, etc. Most losses have occurred here at school.

### Camera Check In Policies/Procedures

- Download all your photos/video to computer (and back-up to flash drive) before you return camera.
- **Format** the SD card (this is different from erasing all). You will find the format option in the menu. I will help you find it.
- Remove rechargeable batteries from camera and place them in “**To Be Charged**” can if applicable.
- Make sure SD card is in camera, place camera back in bag, and return to teacher or TA.

**\*All students will be given a Camera Use grade. Any violations of the above rules will result in a loss of points from that grade.**

**\*\*Remember you are financially responsible for all lost/damaged items-so take great care of class equipment.**