

Media @ Timberline

Course Contract

Preamble:

Timberline Secondary offers a unique opportunity to its students in the form of a fully functional television production studio. Here using state-of-the-art equipment, students learn the techniques to produce their own vision. For the program to function and for the success of the students it is vital the equipment be used responsibly and maintained in good operating condition. Therefore all members of the media department are expected to read this contract, share it with their parents and understand the importance of the member's responsibility to the equipment, the program and to their own success.

Points of focus:

Equipment responsibility – **all** equipment is to be signed out before it may leave the studio. As an example, along with the camera and spare battery, the tripod, extension cord, microphone, lights, etc. must be written in the sign out book. When the equipment is returned it **MUST** be returned to the proper locations for storage, the battery plugged into the camera and the charger working.

Your name, home phone number and a location for your work must go into the log book.

Negligence – While the equipment is out in your name you are responsible for its care. Any damage that occurs through miss use could be charged to the student. Regular wear-and-tear is another matter that we expect. So use the gear but be careful with it.

In class behaviour - We work in an environment of tolerance and respect for each other. Respect for those who are speaking, sharing their view, or showing their videos is expected by all members at all times. As we have four classes. we may run into limited resources at times, working through these occasions is a sign of maturity that is looked for in our class. Those who find it difficult to work within these basic guidelines will be asked to leave the class, possibly permanently.

In the community - While working on assignments outside of the confines of the school you are representatives of Timberline. What you do reflects upon the whole school, so be aware of those around you and be respectful of the community.

In the halls and around the school – Again your behaviour reflects on the media program. Remember that there are classes going on while you are filming. Do not

disturb the school! Stay out of the C Wing at all times and the B Wing Triangle. Please be sure to film in the accepted filming locations.

On location – No matter where you work ALWAYS leave it the way you found it.

Video Appropriateness – All work done during your time at Timberline is the property of School District #72 unless otherwise negotiated. This means that all work must fall within the guide lines of acceptability for a secondary school setting. There will be no videos produced in which drugs, alcohol, sexism, racism and violence is promoted. As many of the videos are aired in the closed circuit TV system at Timberline, clip content MUST be appropriate for a school environment. Those who find it difficult to work within these basic guidelines will be asked to leave the class, possibly permanently. (Three strikes and you’re out) In addition, any actions that put anyone’s safety at risk will result in immediate disciplinary action and permanent removal from the class.

These are the requirements of Timberline’s media program. Please read these over with a parent and if there are any questions please call the media department.

In signing this document, I _____ (*please print student’s name*) understand the requirements of Timberline Secondary’s media department and accept the terms and conditions for membership in the program.

Student’s signature

Parent’s signature

Date signed _____

Sometimes the nature of the video calls for “location shoots” located off school grounds. The teacher must always approve of these shots first before they can be shot. However, the students are not allowed to leave school grounds during class time without guardian approval. If it is acceptable that your son/daughter leave school grounds during class time to film on location, please sign below.

Please note, due to School District Policy, the students are unable to travel in another’s vehicle during school time. They must provide their own mode of transportation.

I _____ give permission for my son/daughter to leave school grounds to film shots approved by the Media Teacher.

Parent’s Signature

Date Signed

Parent’s Email address _____ *Contact Number* _____

WELCOME TO A GREAT PROGRAM !!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!