

TSN Digital Media Broadcasting 10/11/12

Hagen Timberline Student Network

The driving force behind the Timberline Media Program is our closed circuit T.V. station. **T.S.N.** (Timberline Student Network) allows us to do a morning news show to our student body as well as giving students a venue for producing various video projects. Although emphasis is placed on a hands-on learning environment, some theory will be presented in the process.

The Career Preparation Digital Media Broadcasting class will focus mainly on producing and airing our live morning news show. The classes will use various projects to learn the foundations of filmmaking, which may be used in the morning news, film festivals, Shaw and other venues in the community.

This course will help students to:

- Develop a cooperative attitude when working with people in close, stressful situations experienced in live broadcasts or production work.
- Develop an understanding of media issues such as censorship, media manipulation, values, purposes of productions, target audiences, etc.
- Develop skills related to the film and television industry in a career preparation setting.
- Develop problem solving and critical thinking skills
- Develop skills associated with leadership and teamwork to manage a **TV Broadcast team**

Electronics are part of our lives. However, the Media room is a cell phone free zone. iPods are welcome for music and media transfer but are not to be used for personal entertainment during class time.



It is expected that all media courses will introduce you to producing, directing, lighting, camera work, reporting, sound, interviewing, broadcast journalism, editing, computer graphics and many other things associated with filmmaking and the T.V. industry.

Evaluation

Criteria for evaluation for each assignment will be established before students begin to work. The final grade will be a composite of production work, participation in the various roles in the broadcast, teacher evaluations.

In addition, certain expectations must be met to receive a passing mark in this class:

Expectations

1. Regular attendance
2. Completion of assignments and meeting of deadlines
3. Cooperation and professionalism
4. Enthusiasm
5. Work towards our guiding principles
6. Good work ethic (no job too lame)
7. Quality care of equipment
8. Production of quality and appropriate clips (3 strikes and you're out)
9. Sign and abide by the course contract



The Course Mark Breaks down as the Following:

- | | |
|--|-----|
| <input type="checkbox"/> Completion of Clips | 50% |
| <input type="checkbox"/> Production Crew | 25% |
| <input type="checkbox"/> Daily Mark | 25% |

Term One – Learning and Practicing Skills – 25%
Term Two – Autonomy of Application of Skills – 60%
Final Project / Exit Interview – Represents all skills applied in TV Production – 15%

If you have any questions or comments, you can reach me at: shannon.hagen2sd72.bc.ca

Mrs. Hagen will use the remind app to keep up to date with students and parents. See below for the directions on how to subscribe to Remind using your cell phone OR web browser.



Sign up for important updates from Mrs. Hagen.

Get information for TSN Broadcast 2016 right on your phone—not on handouts.

Pick a way to receive messages for TSN Broadcast 2016:

A If you have a smartphone, get push notifications.

On your iPhone or Android phone, open your web browser and go to the following link:

rmd.at/9gfg7

Follow the instructions to sign up for Remind. You'll be prompted to download the mobile app.



B If you don't have a smartphone, get text notifications.

Text the message @9gfg7 to the number (250) 999-0511.



Don't have a mobile phone? Go to rmd.at/9gfg7 on a desktop computer to sign up for email notifications.

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 log 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.

If it is to be signed out overnight, your information must be entered into the yellow log book located in Mrs. Hagen's office.

Your name, phone number and complete list of equipment 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. Those who find it difficult to work within these basic guidelines will be asked to leave the class, possibly permanently. There is a **ZERO TOLLERANCE** for inappropriate behaviour towards fellow classmates.

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

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 _____

Student Cell Phone # _____



Student FOIPPA / Personal Information Consent Form 2016/2017

Parents* and, if applicable, secondary school students: Please read the notice below and complete and sign the form on the back of this page and return it to your child's school.

Freedom of Information & Protection of Privacy (FOIPPA)

Schools and school districts are authorized to collect, use, and share student personal information that is directly related to and necessary for their educational functions. For other school or education related purposes, parental or student consent is required.

In accordance with the BC Freedom of Information and Protection of Privacy Act, the Board of Education of School District 72 (Campbell River) is seeking your consent to collect, keep, use and share photographs, videos, images and/or names of students in a variety of publications and on the school or School District's website(s) for education related purposes, such as recognizing and encouraging student achievement, building the school community, and informing others about school and District programs and activities.

For example, student names, and/or images may be used or shared in:

- School and District communications, such as newsletters, news releases, brochures and reports in limited or public circulation; • School and District websites, social media sites (e.g. Facebook), and online video (e.g. YouTube) with limited or public access;
- Videos, CDs, DVDs designed for educational use only.

Personal Information Protection Act (PIPA)

Additionally, outside media (including radio, television, newspapers, and other print and online media) are sometimes permitted or invited to come to the school or to school activities and allowed to take photos or video, or conduct interviews with students for the purposes of promoting public understanding of school programs, building public support for public education, and encouraging student achievement.

Parents and guardians should be aware that when outside media are permitted access to schools for general journalistic purposes, the consent requirements of the Freedom of Information and Protection of Privacy Act do not apply because the School District is not collecting, using or disclosing personal information. Media organizations are subject to the Personal Information Protection Act (PIPA) however, under PIPA, the media organization does not require consent if its purposes are purely journalistic.

If you DO NOT want your child to be involved in such activities, in addition to completing this form, you need to:

- Tell your child to avoid these situations.
- Tell your child's teacher of your wishes.

When possible, the school or School District will provide advance notice of when outside media presence is scheduled at the school.

Note: School and School District staff cannot control news media access, photos/videos taken by the media or others in public locations (such as field trips, or off school grounds) or school events open to the public, such as sports events, student performances, school board meetings, etc.

Having read this notice, please complete and sign the form on the back of this page and return it to your child's school. Consents are effective immediately and last until September 30 of the next school year.



Student FOIPPA / Personal Information Consent Form 2016/2017

Student's Name: (Last) _____ (First) _____
(please print)

School: _____

Please check A OR B (not both):

A. I GIVE MY CONSENT for the school or School District 72 (Campbell River) to collect, keep, use and share my child's name and/or image for purposes consistent with the above and for my child to participate in activities to which the outside media may be invited. I understand that images and information posted on the Internet may be stored and accessed outside of Canada.

This consent may be withdrawn at any time in writing but withdrawal of consent does not require the school or District to take any steps to withdraw from publication any previously published material. Unless withdrawn, this consent is effective immediately and lasts until September 30 of the next school year.

B. I DO NOT CONSENT to the use and disclosure of my child's name and/or image for the above purposes and request that the School District and its staff take all reasonable steps to avoid having my child's image or name collected or published by outside media when they are present in school or at school activities at the invitation of the school or School District for this school year.

Date: _____

*For parents who have court orders describing their parental rights, this form should be signed by the parent who has the right to exercise the student's privacy protection rights.

Parent/Guardian Name: (Last) _____ (First) _____
(please print)

Parent/Guardian* Signature: _____

Parent/Guardian Phone Number: _____ Email: _____

To Be Completed By Secondary School Students Only:

I am aware of my parent's wishes as expressed above and understand that I am primarily responsible for the protection of my own privacy at school and at school activities and will take appropriate steps to do so.

Student Signature: _____