



# Miller City - New Cleveland School District

## Digital Video/Still Camera Request For Home Use



THE USER OF DISTRICT OWNED EQUIPMENT SHALL BE FULLY LIABLE FOR ANY DAMAGE OR LOSS OCCURRING TO THE EQUIPMENT DURING THE PERIOD OF ITS USE AND SHALL BE FINANCIALLY RESPONSIBLE UNTIL ITS SAFE RETURN.

THE SCHOOL DIGITAL CAMERAS MAY BE CHECKED OUT OVERNIGHT TO BE RETURNED FIRST THING THE FOLLOWING MORNING. EXCEPTIONS ARE: FRIDAY WHEN THEY ARE OUT FRIDAY AFTERNOON AND BACK FIRST THING MONDAY MORNING.

Please follow these guidelines when you have a district-owned digital camera in your possession:

1. Sign it out and back in within the allotted timeline.
2. To be used only to complete classroom assignments or for school sponsored activities.
3. Avoid excessive jarring, handle with care.
4. Do not expose to extreme temperatures. (i.e., do not leave in car in the hot summer or the cold winter temperatures.)
5. Return the camera with the battery charged.
6. If a problem should occur, give immediate notification. (Make written note of problem or error message.)
7. Physical damage is the responsibility of the user.
- 8.. Students are responsible to supply their own digital video tapes and to keep track of them.