

Digital Camera Loan Form

This document outlines the rules that you must follow now you have been loaned a digital camera by Ludlow Junior School.

The Camera that you have been supplied is <MODEL>

The serial number for your camera is <SERIAL>

The colour of the case for your camera is <COLOUR>

You have also been supplied with the following accessories:

<ACCESSORIES>

Each camera supplied to a member of staff is of the same quality and has been supplied with the above mentioned accessories. However each camera is defined by the specific colour of the case to easily locate and return the camera to the rightful owner if misplaced.

In being loaned this camera and signing this document you agree that:

- You are solely responsible for the digital camera.
- This is the only digital camera that is available to you and your class within the school. You **MUST NOT** use your personal digital camera for any purpose within school, this includes mobile phones.
- You are responsible for the charging of the battery that is supplied.
- You are responsible for moving the pictures from the camera to a secure storage space on the server.
- The camera is not for personal use outside of school.
- If you have been clearly negligent with the use of the camera you may be charged for a replacement camera.
- School equipment should be used for school business only
- If you have a problem with the camera, do not attempt to repair or troubleshoot yourself. Please see the *ICT Technician* for guidance.
- Please refer to the e-Safety Policy and the Social Networking Policy for any further instructions.

If you require assistance or any training on how to use the camera, transfer images or charge the battery, please see the *ICT Technician*.

I _____ (Print Name) have read and understood the instructions for use of the digital camera that has been provisioned by Ludlow Junior School. I have read and understood any other additional information that is outlined in the above mentioned Policies and understand that action may be taken if these rules are not adhered to.

Signed: _____

Date: _____