



PENFIELD CENTRAL SCHOOLS

Phone (585) 249-5700

FAX (585) 248-8412

Dear Parent/ Guardian and Student:

For the Digital Video curriculum, students must use some type of video camera to film their projects. We are happy to offer a limited number of digital video cameras to loan students who do not have access to any type of video recorder. The cameras are the property of Penfield High School and may be borrowed under the following guidelines:

- Students are responsible to return cameras in a timely fashion. The exact due date will be specified when loaned. As a general rule, the time frame for borrowing a camera will be from the Friday of one week to Monday/Tuesday of the next week, so that the students have the cameras for a weekend.
- Students will be financially responsible for any damage to the camera and/or the loss of the camera while it is in their possession. A typical repair will run around \$250, and a replacement camera is approximately \$650-\$800, depending on the equipment included.
- This form must be signed and on file before any camera will be loaned to the student.
- Students must read and understand Penfield's Electronics Policy (in the student handbook), and understand how that could impact them when using the cameras.
- Any student who does not fulfill the above requirements will forfeit the privilege to borrow any school cameras.

It is important to realize that there can be up to 40 students enrolled in the Digital Video classes each semester. It may be difficult to accommodate student demand with the limited number of cameras available. For this reason, it is imperative that students borrowing cameras plan ahead and are ready to film when provided with a camera.

I understand and agree to the above guidelines. I will take proper care of and be responsible for the equipment provided for me by Penfield High School.

Student's Signature

Students Name (printed)

Parent/Guardian's Signature

Parent/Guardian's Name (printed)