



Accredited by the Middle States Association/Council on Elementary and Secondary Education

Bridgehampton Union Free School District

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Dear Parent:

In the pursuit of Academic Excellence and Lifelong Learning, the Bridgehampton School District has expanded its artistic course offerings to include a hands-on Media Arts program. This class introduces students to the artist and technological skills required to create published works. In order to facilitate many of the projects within this coursework, it may become necessary from time to time for the students to utilize photo and video graphic equipment.

Since not everyone has access to their own equipment, the school district has acquired a limited number of digital recording devices to perform the needed task to be made available for borrowing by students. Due to the fragile nature of these cameras this borrowing privilege has been limited to students in grades 8 and up. We have an available loaner fleet consisting of two Kodak Easy Share digital Camera's Model – M893 and two Flip Share Digital Video Cameras.

Each camera comes complete with carry strap, charged battery and necessary recording media. Under no circumstances is battery chargers included with these borrowed devices. Each device is inspected by the Information Technology Staff prior to issuance and will be inspected upon return by the issuing teacher to ensure that it is in good working order for the next person to borrow. If it is NOT returned on time, the student may forfeit the ability to again borrow laptops in the future.

Any damage is to be reported **IMMEDIATELY** upon return to the school. Please understand that once the device is issued to the Student, you are totally responsible for it and any related equipment. If the device is returned and it needs any repairs, or it is stolen while in your possession, you will be held responsible for the repair or replacement of the equipment. The district's insurance does not cover loss or misplaced equipment once it leaves school grounds.

In order for your child/ward to be eligible to participate in this loan program, your signature is required on this form. This indicates that you know and understand the policies of the district regarding loaned computer equipment.

Student/Borrower Name: _____

Parent Signature: _____

PRINT NAME: _____

DATE: _____

PHONE #: _____

***Completed Form Must Be On File **BEFORE** a student may sign up for a laptop. Form **MUST** be completed **IN FULL**. Any missing information will deem the student ineligible for loaner laptop.*