

Camera Sign-Out Project

Please read the following statements and sign on the line below that you understand and agree to the rules listed. If you have questions, please be sure to get the answers from the instructor prior to signing.

Background: The Kellogg Community College Technology Department received monies from the Kellogg Community College Foundation to secure a case of cameras to be used for various projects throughout campus. The idea is to have a set of cameras that can be signed out to students or departments, to use for various “visual” projects.

The PTA Program is being the test case for this new technology. You will be going out on your “Community Wheelchair Tour” toward the end of the semester, and we would like to have you document your experience using the cameras. As one of the goals of this tour, you are to look for physical barriers, as well as things that simplify mobility for those who use wheelchairs regularly.

When everyone gets back, the cameras will be turned in and the photographs on them will be looked at by the instructor(s) for possible use in a slide show to highlight the new technology. The slide show may be viewed by the Technology Committee members, the administration, staff and faculty of the college, and possibly the Board of Trustees. It may also be used for general marketing purposes.

There are a few ground rules for use of the cameras.

1. Any pictures turned in on the cameras are considered property of KCC, and can be used for general purposes. All KCC Physical Therapist Assistant students have previously signed a form permitting use of their photos, and this project will fit into that granting of permission.
2. Please do not take photos that prominently display other people—they cannot be used because we do not have written permission. This does not include persons who are part of the “background” of a photograph you have taken.
3. You will be signing out one camera for a partnership of two people. Both partners need to sign below that you are taking responsibility for care and return of the camera. KCC understands that things happen, and sometimes technology is dropped, etc, we are just asking that you use care with the equipment.

Please complete the information below and return this sheet to the instructor. You can keep the attached sheet which includes technical information on usage of the camera.

“I have read the above information, asked questions of the instructor (if needed) and agree to the rules noted above for use of the digital cameras.”

Camera Number: _____

Date: _____

Signature #1

Signature #2