

Communications Technology

Classroom Procedures and Expectations

Overview

These procedures are to keep this class running safely and efficiently.

- Start and finish each class at your assigned seat.
 - There is no food or drink permitted in the classroom or around video equipment or computers.
 - Follow the simple posted rules.
- 1 Follow instructions the first time they are given.
 - 2 No hats, coats, bags permitted in the classroom.
 - 3 No electronic devices without teacher permission.

Expected Student Behaviour

- 1 Bring your notebook and a pen and pencil to class every day.
- 2 Return all equipment immediately use so that we can recharge the battery for the next class
- 3 Do not disrupt ongoing classes: Filming outside of the classroom is a privilege
- 4 YOU MAY NEVER FILM ANYONE WITHOUT THEIR PERMISSION EITHER IN WRITING OR ON FOOTAGE.
- 5 You may not leave the classroom without the teacher's permission.
- 6 You may not invite guests into the classroom without the teacher's permission.
- 7 You may not plan, video or edit any footage which involves vehicles in motion, or moving a vehicle into position to make a shot.
- 8 You may not use the video equipment off of school property.
- 9 You may not plan videos which involve locations off of the school property. Some exceptions may be made, BUT all of the following conditions must apply: You must have the teacher's permission; filming will not take place during class time, you must use your own equipment, and everything must be adequately planned. Parental supervision is advised!

Keys to Success!

- Use your class time effectively.
- Hand your assignments in on time.
- Participate in groups and in class discussions.
- Be punctual and don't miss class. Your success is a product of your effort.

Attendance Policy for Being Late to Class... What to do

- Attendance will only be taken at the beginning of class
- If you are late bring an admit slip from the office and present yourself to the teacher so that the attendance may be updated.

Policy for class time spent outside the Communications Technology Lab

- Students must be responsible for their time, the equipment and also may not disrupt any other school functions, including classrooms. Students must stay on task, complete the assignment and return to class promptly.
- Come to class at the beginning of the period for attendance.
- If you act irresponsibly outside of the classroom, you will lose this privilege.

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Policy for group work

If a group member is not participating for any reason, you must inform the teacher and we may discuss this as a group. The group member, who did not adequately participate, may lose marks; and/or may be removed from the group and given other responsibilities.

Late Assignments

Late assignments cause problems for students. Learning continues to build on experience and assignments completed. Students may receive a working detention to complete the assignment as soon as possible.

Working detention may occur during lunch or after school depending on the teachers' prior commitments and will begin the day the assignment is due.

Log sheets (Tweet Sheets) that are not handed on Friday may be accepted on the following school day but not after that. A make-up assignment from the "Literacy Bin" must be completed.

Computer Files

Should you decide to do any computer work at home, ***it is your responsibility to bring it to school on a USB drive or SD card.*** All files must be compatible with the edition of software used at the school or the teacher will not be able to assess your work.

Content

All material and subject matter must be appropriate for a high school classroom. This means no swearing, no sex, no violence, no racial slurs, no real harassing situations, no verbal or physical threats.

All work should be PG-13 or G rated and **everything you do for this class, including your raw footage is available for the principal and your parents to view.**

Everything you produce is subject to the teacher's approval. If you are unsure, ask.

If you submit projects with objectionable content, it will not be evaluated. The video will be passed on to the school administration or the proper authorities as deemed necessary.

Please review the Respect Expectations note.

Use of the Editing Suites

Only capture/import/upload what you need for each shot. The size of the files multiplies and the hard drive gets filled up very quickly. All files should be labelled with a student's name and project in the title. Inappropriately named or superfluous files **may be deleted with or without prior notification.**

Use of the Lab After Class

You may not invite anyone into the classroom unless you have the teacher's permission.

You may come in during lunch to edit or use the computers provided you come at the beginning of lunch.

Safe Practice for Shooting Video Footage and the No Moving Vehicles Policy

By taking this course you are agreeing to plan and shoot video footage in a way that will not bring harm to yourself or anyone else. With this in mind, you may not script, storyboard, film or edit footage, which involves moving vehicles, or vehicles which must be moved into position. It is not

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safe to do so and does not occur in the media industry without police supervision and/or Municipal filming permits which verify sufficient insurance to cover the possible risks of injury when moving vehicles are part of a production.

I have read and understand the classroom rules and consequences as outlined above, in particular, Safe Practice for Shooting Video Footage and No Moving Vehicles Policy.

Student Signature: _____

Date: _____

Parent signature: _____

Date: _____

Parent Contact Name: _____

Daytime phone number where parent can be reached: _____

Parent's Email: _____