

# STUDENT HANDOUT

## SOME TGJ CLASSROOM RULES AND CONSEQUENCES FOR STUDENTS REGARDING COMMUNICATIONS TECHNOLOGY PRODUCTION WORK

**As young adults, your initiative to problem-solve and think ahead for safety is always required.**

### **1. DOCUMENTATION AND GENERAL ROOM RULES**

- Ensure you have read over the SAFETY guidelines for the course, and that your parent/guardian is aware of the type of activity that is involved in media production work. Ensure that you and they have signed the course outline confirming their understanding of content and behaviour in relation to equipment, locations, and content.
- Bring your notebook / binder to class every day. The assignment descriptions are vital to success in this course. Remember your group work skills. Think of conflict resolution skills. Think of delicate computer equipment around the room, and your movement.
- No food or drink is allowed in the room. Personal headphones, cell phones (personal media devices) are not permitted in the classroom, unless working on an audiovisual project where it is necessary.
- Bags, backpacks, coats are not allowed in the tech area.
- You may not leave the classroom without the teacher's permission.
- You may not invite guests into the classroom without the teacher's permission.
- This course requires punctuality and high attendance. If you come each day and participate, you will do well.
- A/V EQUIPMENT - Promptly return video cameras after using so that batteries may be recharged for the next class, stow all equipment neatly including power cords, lighting kit, tripods, SD chips / tapes in tape cases and returned, etc. We are all careful and aware of the possibility of theft. Don't leave things out or unattended for opportunity.

### **2. COMPUTER LAB POLICIES**

- Save your work all the time to your space on the TDSB network. Pick up and drop off folders in the Don Mills folder will be the way to avoid use of paper.
- Be aware of the NAS and M: Media drive saving procedures for the Adobe Master Collection Software.
- Be aware to not download additional software plug-ins, codecs or fonts without teacher approval as they may damage the setup of the systems for other student classes.
- Be aware of the appropriateness of the content on your screen. Harassing or inappropriate images or written content is not permitted. Please use common sense for our social setting.
- Use of the editing suites - only capture what you need for each shot. Some individuals like to capture all the shots including the mistakes. The size of the files multiplies and the hard drive gets filled up very quickly. Such files will be deleted with or without prior notification.
- Use of the lab outside class time: You may not invite anyone into the classroom, especially the editing suites without the teacher's permission. Failing that, you and your uninvited guest may be asked to leave. You may negotiate to come in during lunch to edit or use the computers provided you arrive at the beginning of lunch. Remember, no food or beverages in the lab. No disruption of classes going on in the room.

- Labs can only be used under the direct supervision of a teacher. If no teacher is available for supervision, the labs will be closed.
- Students are not permitted to bring disks from outside the lab, including CDs/DVDs/external hard drives or USB without a full virus check being completed and confirmed with the teacher.
- Students are to save files in their personal network area only and never on a local hard drive (C:). Other saving protocols may be directed by the teacher.
- Students are to use the labs to work on assignments only. They are not for participating in chats, playing games, watching internet videos, or checking email accounts outside of class directed activities. (No MSN, Facebook, Hotmail, etc.) If you are unsure about what is allowed ask your teacher prior to accessing certain sites. Internet use is restricted to specific teacher instruction only. Students are not to change desktop settings including screensavers, wallpaper, shortcuts, resolution, additions and deletions.
- Students are not permitted to touch cable connections in any lab or disassemble equipment without teacher approval.
- Students are to report malfunctioning, missing, or damaged equipment or furniture to the teacher as soon as it is discovered.
- Students are to keep work areas neat and tidy. All books and disks are to be returned as directed. Waste paper is to be recycled neatly in the bins provided. Garbage is to be placed in appropriate receptacles.
- Computer HARD DRIVES are always to be left ON however the MONITORS can be turned off. Headphones must be left on the side of the screen at the end of each class and chairs at the end of the day put up for the cleaning staff.
- Log off of your Windows session at the end of each class properly shutting down applications. Do not handle another student's computer. Be gentle with power switches, keyboards, mice, and monitors. Do not peel stickers off the computers.
- No food or drink is permitted in the labs.
- Consequences for not following these policies may include suspension and invoices for the damages.

### **3. VIDEO GUIDELINES**

- Filming outside of the classroom is a privilege that we enjoy because previous Communications Technology classes behaviour and choices have not ruined it for us. Do not disrupt ongoing classes.
- With special excusal permission from a student's teacher you may ask another non -TGJ student to act in your videos if they are in a class during the period.
- **No Moving Vehicles Policy:** You may not plan, script, storyboard, video or edit any footage, which involves video of individual strangers or students driving, or moving a vehicle into position to make a shot. The issue is liability and no professional production could do it without appropriate insurance, police supervision and professional drivers. You must also recognize citizen's rights to privacy.
- You may not take the video equipment off of school property during class time.
- You may plan videos that involve locations off of the school property, however 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 safe equipment and have a safety partner to ensure production decisions are sound and safe for the location
  - Parents/guardians are aware of your location and shoot parameters, timing
  - Everything must be adequately planned for safety
  - Call sheet and shot lists must be reviewed by the teacher and approved in advance
  - **Content :** It is your responsibility to make sure that all material and subject matter are appropriate for a high school classroom. This means no swearing, no inappropriate sexual content, no violence, no racial slurs, no name-calling, no harassing situations, and no verbal or physical threats. Adhere to the

Canadian Film Board's rating system for a Family movie as a good guideline for the material that you will produce.

- Ultimately, everything you produce is subject to teacher 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

#### **4. PRODUCTION SAFETY**

Safety is the responsibility of everyone connected with a media or television production. Any unsafe situation can be avoided by using common sense and observing basic precautions. Every crew member should be disciplined to think always in terms of avoiding or correcting hazardous conditions. This is considered professional EMPLOYABLE behaviour.

**Think Overhead:** Are all lights, mounts and other equipment securely fastened? When moving or repositioning heavy equipment, make sure everyone is warned of the surrounding area.

**Think Electrical:** Make sure all equipment is turned off before moving or inspecting it. Never stress a power cable and ensure extension cords are taped down for travel areas to avoid tripping hazards. Never have an electrical light cord hanging on an angle to the wall. Ensure lights are sandbagged and not in access paths.

**Think Hardware:** Has the equipment been thoroughly checked out and ready for use? Is everything connected, tightened if needed and tested?

**Ladder Guidelines:** No student will be on a ladder higher than 10 feet without specialized certified training and a harness or safety wire. No student is permitted on a ladder without direct teacher supervision.

**Think PPE – Personal Protective Equipment:** For the location or content of your video production, consider whether special safety equipment is needed, work partnership safety agreements, signed or verbal advisement to shared users of a location. Who needs to know that you're at that location to be responsible? What materials do you need with you, like a first aid kit or fire extinguisher?

**Lighting Guidelines:** Students must watch the safety video on safe hanging and aiming of lights, and demonstrate in the classroom test their understanding of the steps. Students must have their safety passport stamped to show they have complied with this instruction.

**Note:** When a person is moving or aiming lights, there should be at least one other person steadying the ladder from below. The person on the ladder should always carry a wrench (secured to the ladder so that it does not drop onto persons or equipment below) to tighten any lamps that have become loose from excessive turning. Common sense and careful examination is key for this safety factor. Usually this is a stage crew role that requires additional special in-school training. No lighting changes can be conducted without direct teacher supervision.

When making adjustments make sure the safety 'hair' or cord remains fastened, securing the light to the pipe or grip stand. Be certain that the power to the light is off. Even if there is no light it could still be on / plugged in. Damaged lights, burned out bulbs, and short circuits are all potential dangers. Again be sure the power is off at the lamps new location before plugging it into the grid outlet or load circuit. When moving an instrument from one location to another the safety chain is the last item to be unfastened and is the first thing to be hooked up when the instrument is in place.

#### **Other Points When Working With Lights**

- Never look directly into the light
- Studio lights are bright enough to permanently damage or even blind the naked eye

- All lights produce heat. Don't let creative lighting designs become a fire hazard. Work with your lighting until you have produced a safe aesthetic design.
- Some studio lights create a dangerous amount of heat, be sure to use the handles that are on the studio lamps to avoid burns
- Anyone working with lights should be furnished with heavy-duty gloves, be safety certified, and supervised
- Before moving a lamp whether it is large or small allow the lamp to sit for at least fifteen minutes, this will allow the lamp to cool, and also prolongs the life of the filament and lessens the possibility of lamp explosion or burnout - some lights require metal screening being attached to reduce danger in case of a bulb breaking
- It's also very important to let lights cool appropriately before they are stored in cases or lockup and watching for contact burning opportunities

### **Camera Handling Safety**

They are expensive, sometimes heavy and unwieldy or awkward to handle with wires attached and delicate viewfinders. Especially when leaving a camera, it should always have a spotter beside it to watch it and prevent bumps that would knock it down even when on a tripod. When taking a break for an extended time (unless doing a lock-off time-lapse shot), remove the camera from the tripod. The pan and tilt locks should always be securely engaged whenever the camera is not in use. Make sure all mounting heads are balanced so that the camera head will not lurch forward or fall backward.

- once the pan and tilt heads are unlocked, never let go of the panning handle
- in all camera operations always be alert to the possibility of an accident which could result in the camera falling over or off its mount
- check all tripod leg adjustments
- never stand on the camera cables or power cables
- moisture will damage the camera
- dropping will damage the camera
- not following the equipment manual will damage the camera

### **Special Locations Safety**

Some professional locations and shooting activities will require special training, consideration, and safety accommodations. For example, shooting in a subway train requires permits and special training depending on the activity planned. Street corners necessitate the awareness of public road safety. Parental approval will be required for students to participate on any off school property. When on location for a school project, the student is reminded that all school rules and standards still apply. First aid kits must travel with all student crews. Common sense will be most useful in most cases and students will be held responsible for good judgement. There must be a leader 'Producer' who understands the seriousness of safety on location, and has established a behaviour standard for the group.

## **5. SIGN YOUR COMMUNICATIONS STUDENT AGREEMENT**

Dear Student and Parent / Guardian:

Together we can achieve success through open communication. I encourage an open dialogue regarding course expectations, assignments and behaviour. Your student will have homework each night from this course, if only to review their notes or reflect. Please encourage them to be aware of the media at home and in their community – newspapers, television, internet, and more importantly, communicating well with each other. We are focused on ensuring a safe approach to all class and curriculum activities. I look forward to an interesting semester and I appreciate your support. Please sign below indicating that this course outline has been reviewed and you are aware of safety requirements and guidelines.

Note: Field trips will be an integral part of this course, partnering with a college and / or university program initiative. Students may have an opportunity to interact with mature students.

\_\_\_\_*I have read the communications technology course outline, project list, classroom procedures, equipment safety notes, student expectations, rules and consequences.*

\_\_\_\_*I have already completed signing the guide for online conduct and media release from the student agenda.*

Student Signature: \_\_\_\_\_

Student #: \_\_\_\_\_

Student Email: \_\_\_\_\_

Date: \_\_\_\_\_

Parent Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Parent Contact Name: \_\_\_\_\_

Parent Phone: Day \_\_\_\_\_

Parent's Email: \_\_\_\_\_

Special Student Needs: \_\_\_\_\_

(allergies, IEP, safety, cultural considerations)