Video Production: Important Information

All video production students agree to the following:

Camera Use Guidelines

• Turn off camera when not in use to save battery.

• Cameras must be plugged in to a charger at the end of each class.

• Always hold cameras with two hands, and use hand strap.

• Walk while holding camera.

• Close lens cover when not actively filming.

• Do not touch the lens.

• Wrap and return all cables when finished importing.

• Import footage before the end of each class and rewind your tape.

Filming Guidelines

• Recording should be done outside of the computer lab.

• Use indoor voices; do not disrupt other classes.

• Appropriate language only.

• Other students and classes should not be filmed without permission.

• Be safe: Do not stage unsafe events or violate school rules.

Editing Guidelines

• Do not modify, delete or otherwise tamper with other students' files.

• All audio must be removed from clips before narrations are added.

• All digital effects must enhance – not detract from – professionalism.

Group Participation Guidelines

• Roles and tasks should be distributed evenly in the group.

• All students are expected to film, import, edit and narrate.

• Individual student grades will reflect their participation levels.

• Group member feedback should be constructive and positive.