

---

**Subject: Agreement for Camera Usage Policy and Procedures**

**Source:**

---

**Policy**

North Texas Parent and Child Development, Inc., d.b.a., Early Head Start, agrees to provide each classroom with a camera. The cameras will only be used for conducting business on behalf of North Texas Parent & Child Development, Inc.

**Both teachers in the classroom will be held responsible for cameras**

**Procedures**

- 1) \_\_\_\_\_ The camera is for business use only.
- 2) \_\_\_\_\_ Users are responsible for the care of the camera while in their possession.
- 3) \_\_\_\_\_ Cost incurred from loss or destruction of the camera will be reimbursed by the employees.
- 4) \_\_\_\_\_ Teachers will keep the camera that is checked out in **your** name locked up daily in **your** classroom.
- 5) \_\_\_\_\_ Pictures taken with only one child may be given to the child's parent/guardian only.
- 6) \_\_\_\_\_ Pictures taken with more than one child are the property of Early Head Start. These photos are not to be given to families.
- 7) \_\_\_\_\_ Cameras will be returned at the end of the school year. At that time if there is any damage to the equipment, you will be charged and the amount will be deducted from your check.
- 8) \_\_\_\_\_ Each classroom is responsible for all camera components, ie, charger, memory card, and plastic dock.