



Being a member of the Eagle Media program requires a great deal of commitment. In order to avoid unnecessary conflicts concerning expectations and responsibilities, please read the following contract and review with your parents as well. All parties must sign at the bottom, as this contract will be placed in your file.

- ☐ The adviser has spent time reviewing with me important items within the Lake Ridge High School Eagle Media Bylaws & Policy Manuals posted at LakeRidgeNewsOnline.com.
- ☐ I know as a member of this department I am responsible for knowing all materials within and agree to abide by all within.
- ☐ I will be honest with professionals and peers at all times.
- ☐ I will openly communicate with all Eagle Media staff members, and respond professionally in a timely manner.
- ☐ I understand that some of my peers are student leaders and will treat them with respect.
- ☐ I understand proper attire to wear while representing Lake Ridge Eagle Media and will dress professionally.
- ☐ I agree to use the computers for journalism use only and abide by the Mansfield ISD Student Responsible Use policy. I will NOT play games on the computer.
- ☐ I agree to be honest and factual, attribute sources accurately in all stories, and give proper credit to photographers and writers.
- ☐ I will keep a binder or digital folder of organized notes and include accurate quotes and resources for fact checking.
- ☐ I understand extra time, both during the school day and after school hours, may need to be spent working to complete deadlines. I also know there may be work nights announced at least two weeks in advance and I may be required to attend.
- ☐ I understand that if I do not meet my deadlines, or someone else has to finish my work, or if at any time I fail to meet journalism standards, I will receive a failing grade for each incomplete assignment and may not be asked to return to the staff either at semester or the next year.
- ☐ I am comfortable working in an organization where other students may be supervising me and commenting on my work. I also understand I must work independently most of the time and manage my time appropriately.
- ☐ I will communicate with my parents on happenings in the Eagle Media department.
- ☐ I have reviewed the course syllabus and understand the expectations and requirements.
- ☐ I will be at my utmost best behavior on journalism trips and will act and dress in a professional manner.
- ☐ My parents and I understand my responsibilities in covering Lake Ridge events, including some nights and weekends.
- ☐ My parents and I know materials I create in Lake Ridge Eagle Media may be posted online with my byline and with my social media tagged.
- ☐ My parents and I know for any equipment I check out, I am financially responsible for any damages or missing items.
- ☐ The use and plagiarizing of artificial intelligence will be prohibited in generating stories or captions. Staffers will follow the Mansfield ISD Artificial Intelligence Policy, found in the Student Handbook.
- ☐ I will take a hall pass or my press pass when I leave the classroom for any reason.
- ☐ I will not misuse my press pass at events or during school, nor will I interrupt classes for non-journalism related items. I will return my press pass when not in use.
- ☐ I will use my cell phone only at appropriate times.
- ☐ I know to check grades in Skyward regularly and adhere to all due dates and deadlines posted in Canvas.
- ☐ I will communicate with adults professionally when representing Lake Ridge Eagle Media.
- ☐ I understand that all materials I create legally belong to me, but have agreed not to publish it personally until after the school year ends.
- ☐ I will not post any materials created for Lake Ridge Eagle Media on other websites, blogs or social media sites.
- ☐ My parents and I understand that I represent Lake Ridge Eagle Media at all times I am on staff or when currently enrolled in Yearbook 1/2/3, Photojournalism 2/3, Newspaper 1/2/3, or Broadcast 1/2/3. We understand if I break any of the terms of this contract, I will be subject to consequences including, but not limited to, loss of privileges, referrals, termination from the program, and removal from the class.
- ☐ My parents are ___ **ok** with me leaving campus for journalism related business or ___ **are not ok**.
- ☐ My parents are ___ **ok** with me leaving campus with another student for journalism related business or ___ **are not ok**.

Eagle Media Staff Member _____

Parent/Guardian _____

Date _____

Date _____