

Big Fish School of Digital Filmmaking

Student code of conduct

The BigFish Code of Conduct does not only provide guidelines for acceptable behaviour for our students while they are studying at the school; it is designed to help students adjust to a working environment when they leave here.

Please read this document, initial every page and sign on the last page.

We do not accept ignorance of the Code of Conduct as an excuse for any offence or misconduct.

Absenteeism and Leave

In the film- and television industry absenteeism is rare, as each crew member fulfils a vital and unique function and their absence has serious implications for the production and their chances of keeping their job. At BigFish, training takes place in a simulated work environment and as a result, no unauthorised absenteeism will be tolerated.

There is no valid excuse for being absent other than physical incapacity requiring hospitalisation or medical intervention. Your incapacity must be confirmed by a doctor, in writing, within two days of being absent. You also have to phone the school to let us know that you will be absent before the start of your class. Failing this, a letter of warning will be issued and more than one offence will result in attendance probation.

If you think that you may be absent for any reason whatsoever, you must request permission in writing and state the reasons for your anticipated absence. You are only allowed to be absent if your request has been approved and you have been given written permission.

Health and Safety

At BigFish the following is considered to be misconduct and is not tolerated:

- The misuse or unauthorised use of any equipment or property of BigFish;
- Any unauthorised interference with or use of fire fighting appliances;
- Any unauthorised removal of or attempt to remove the keys of fire doors;
- Any unauthorised interference with the elevators; and
- Remaining in or going into any area without permission if you know that it officially off-limits.

Any allegation that an intern has committed any misconduct specified above will be referred to the director, who will decide whether the allegation should be taken to the disciplinary committee.

Noise

You must keep noise levels to a minimum. It is expected of you to respect your peers in relation their right to a quiet working environment.

Drugs and Alcohol

The use and/or provision of any alcohol or drugs are prohibited at BigFish. Any use or suspected use of alcohol or drugs during production or mentored sessions will result in expulsion from the course. The decision to expel a student will be final and will only be reviewed if the student reports to an appropriate medical institution (on the same day of the incident, at his or her own cost) and undergo blood tests to disprove that the suspected drug or alcohol use.

Weapons

Guns, knives and explosives of any kind are not allowed at Big Fish. Students who violate this rule will be subject to expulsion.

Harassment

Sexual-, sexist- and racial harassment or discrimination is verbal- or physical conduct that is unwanted, uninvited and unwelcome, and therefore forbidden at BigFish. It may include leering, patting, touching, persistent invitations to grant sexual favours by an individual or groups of people. Such behaviour is unlawful if it makes you feel offended and humiliated.

If you have been subjected to harassment or discrimination of any kind, there are two options open to you. You may deal with it yourself by making it clear to the offender that you will not tolerate it or you may discuss the matter with the project manager who will be available to deal with these issues.

Students who are found guilty of harassment will be subject to a period of probation and possible suspension and expulsion.

Plagiarism

Plagiarism is:

- Using other students' work or ideas and presenting it as your own;
- Using anybody else's work or ideas and presenting it as you own;
- Changing only a few words of a text from another source and submitting it as original work;
- Changing all the words of a text but presenting the ideas as your own; and
- Cutting and pasting from internet sources and essays or another student's work.

At Big Fish we see plagiarism as a serious offence and it carries a heavy penalty – students will be suspended and may be expelled.

In order to avoid plagiarism, you must make sure that you acknowledge the source of all information, ideas, and images you use when you present written or visual work. In audio visual work like documentary films, this is can be done in the credits at the end of the film.

Transport

Only students with valid driver's licences will be permitted to drive hired vehicles for their productions. The driver will be fully responsible for the vehicle at all times, and be expected to pay all speeding fines and excess payments for any damage to the vehicle. Reckless driving will mean the suspension of this privilege.

Equipment Requirements

All location gear and equipment requirements must be submitted at least 24 hours before your shoot date to the technical manager. Location gear and equipment requirements must be accompanied by a detailed call sheet.

Outgoing equipment: All gear and equipment will be checked out by the producer and the technical manager or technical assistant and signed off as a rental. This will be done on the afternoon before to the shoot date.

Incoming equipment: All gear and equipment will be re-checked on return by the producer and the technical assistant. No equipment must at any stage be left unattended with the expectation that the technical manager or technical assistant will check it in in due course. The producer, or the person who checked the equipment out, must stay with the equipment until it is all checked back in.

Any missing or damaged equipment will be reported to the school management. The producer and all members of the crew will be held responsible and will have to pay for the full costs of the damage or loss. This may result in criminal prosecution, dismissal from the course and/or deductions from stipends, depending on the severity of the incident or loss.

All equipment must be checked in with the technical manager at the end of every shoot-day, unless the technical manager has authorised other arrangements. Equipment must never be left unattended in any area, regardless of the apparent safety of such location. Students will be fined if they are negligent in this regard.

If equipment is recklessly and irresponsibly handled, any damage will be reported to management and all members of the team or crew will be held responsible for this damage. This may result in criminal prosecution, dismissal from the programme and/or deductions from stipends.

Should equipment go missing or be lost, it is each group's responsibility to pay for the full costs – in the case of bursary students, money will be deducted from their stipends. Each group will sign for equipment and stock as required and is thus fully responsible.

Editing equipment: All editing equipment (other than Mac-based desktops) will be signed for when used and will be re-checked on completion by the technical manager. All editing peripherals have to be collected before 9.30 in the morning or the booking for the editing will be forfeited for that day.

No footage may EVER be taken home. Tapes and cards must be left in equipment store with hard drives when the equipment is checked back in. No moving of MAC or hard drives is allowed. Students will be allocated a hard drive for editing purposes and will use only that drive for the duration of the course.

No equipment is allowed to be removed from offices or used by any participant without following the correct procedures. Violation of these procedures will necessitate a disciplinary hearing with the possibility of the participant facing instant dismissal.

IT and Communications

This section defines what Big Fish considers to be acceptable use of the available information technology (IT) services at Big Fish. These services include computers, e-mail, internet and general access to systems and applications.

At Big Fish we think it is important to maintain the integrity, security and quality of our IT services, to protect users and services from abuse and to adhere to current laws and regulations. Any contravention of the guidelines below will result in probation and possible suspension and expulsion.

Students can use the network and IT services for reasons related to their training. Personal use of the internet and email is only permitted outside teaching and working hours.

The following actions are forbidden:

- Any action that violates the system or network security;
- Circumvention of the user authentications or security of any host, device, network, or account (referred to as "cracking" or "hacking");
- Mail bombing, "flooding" of networks, broadcast attacks, deliberate attempts to overload a service, and attempts to "crash" a host.
- Any illegal purposes, including phishing;
- Any attempt to access, or to attempt to access, Big Fish's security measures or anybody else's computer software or hardware, electronic communications system, or telecommunications system, whether or not the intrusion results in the corruption or loss of data;
- Any attempt to access unauthorised sites;
- Sending of unsolicited bulk mail messages ("junk mail" or "spam") of any kind;
- Any inappropriate, indecent or objectionable communications with anybody;

- Any intentional distribution of viruses (real or simulated) or destructive software or software that attempts to and/or causes damage, harassment, or annoyance to either services, systems, computers, users, or data;
- Forwarding any e-mail attachment from unknown sources and/or that which may contain viruses;
- Any attempt to delete, erase or otherwise cancel any information stored on a company computer;
- The receipt and dissemination of material that is obscene, pornographic, paedophilic, sexually explicit or sexually suggestive; and
- Using or transmitting any material that infringes any copyright, trademark, patent, trade secret or other proprietary rights of any third party, including the digitisation and distribution of photographs from magazines, books, or other copyrighted sources, and the unauthorised transmittal of copyrighted software.

In addition to this, students may under no circumstances:

- Connect a personal hard drive into Big Fish's network; or
- Use a memory stick to transfer data to or from Big Fish computers and drives.

Any faults or problems must be reported to the technical manager immediately.

Accommodation

Students staying in accommodation supplied by BigFish have to respect the house rules of the building.

The carpets, floors and walls of the room or flat must be kept clean.

If BigFish supplies furniture, fittings or linen, the student will be required to sign for all the items received and will be responsible to return these items to BigFish in good condition at the end of their stay.

Regular inspection will be done to ascertain the condition of the rooms or flats used by the students. Rooms are required to be kept clean and tidy.

Students are held responsible for all breakage including doors, furniture, windows or loss of linen.

Students in accommodation still represent BigFish and therefore they are required to be ambassadors for BigFish. They must respect their neighbours and the facilities they have been given access to.

Students are not allowed overnight- or weekend guests except with written approval of the management of BigFish and the management of the building they stay in.

School property

No student will take home any school property without authorisation.

The school property includes all equipment, master footage (tapes or cards), editing facilities and hard drives, as well as your films, or work, while in progress. If you do want to take your film home to edit, a current version must always be backed up on a hard drive at BigFish, and available at any time for viewing or editing.

BigFish views any transgression of this guideline in a very serious light, and students who do break this rule will be suspended immediately and possibly expelled, pending the outcome of a disciplinary hearing.

General

Cell phones must be turned off throughout mentoring sessions and shoots.

No food or drink will be allowed in the editing rooms or the computer rooms at any time.

There will be no music played in the editing room. When you need music for your film, use the headphones. iTunes will be removed from Mac systems.

Please treat your fellow students with respect, as your equals, regardless of whether they are senior or junior to you.

Remember that your team and your mentors are part of a very strong network which you will rely on for years to come. Every action has a consequence, so please think carefully before embarking on any potentially damaging action.

For security purposes no visitors are allowed at BigFish without prior authorisation.

BigFish is proud of its facilities and premises. In order to maintain this, littering and negligence will not be tolerated.

No pets are allowed at BigFish.

Do not slam doors.

BigFish expects students to conduct themselves in a considerate manner. Students who disrupt classes by acting in an aggressive or threatening manner will face disciplinary action, and possible suspension and expulsion.

Big Fish Disciplinary Procedure

The BigFish disciplinary procedure comprises three elements: probation, suspension and expulsion.

Absenteeism, lateness, misconduct with regard to health and safety, drugs and alcohol, plagiarism, harassment, weapons and the negligence regarding to equipment will result in probation.

Probation is for a period of eight weeks. During this time students may not repeat the offence that lead to their probation. If they are, they will face immediate suspension and possible expulsion, depending on the outcome of an additional disciplinary review.

The duration of the probationary period may be reviewed during a review hearing.

Students who repeat an offence after their probation period for this offence has expired, will face suspension and possible expulsion.

The period of suspension will be determined by the CEO of the school. A suspended student will not be allowed on the BigFish premises other than for the purposes of a disciplinary hearing. During the hearing the student may call on one or more representatives or witnesses from the school to speak on his or her behalf. After the hearing the student will be informed in writing whether he or she is allowed to resume their training, or whether they have been expelled.

Signed on (date):

Name:

Signature:
