Digital Photography – Graphics – Visual Communication

*AUP – Acceptable Use Policy*

Student Name: Period:

1. All equipment must be signed out properly and returned in the same condition you received it. You are personally responsible for all equipment you signed out. If equipment is damaged you're responsible for repair or replacement of equipment.
2. All equipment that is signed out must be returned the following morning of the next school day. Failure to return equipment in the required timely manner can result in being permanently not permitted to check out any equipment.
3. All out of class work is to be pre-approved by instructor.
4. When taking pictures of others, ask permission to photograph them before you begin. Be professional and respectful.
5. Do not point cameras at people without permission and do not point a camera into a classroom.
6. You may not enter any classroom, library, cafeteria, gym, trainer’s room, auxiliary gym, main office, guidance office, weight room, pool area, without prearranged written permission and a hall pass signed by person in area and photography teacher. (Only hallways, do not go beyond side doors of café).
7. Show respect to any adult that questions your activities and respond immediately if asked to do something or refrain from doing something. Always keep teacher in the loop if something does occur.
8. Maintain a professional appearance, be respectful, courteous and follow all school rules.
9. Never use your camera to intimidate or provoke others.
10. Do not photograph inappropriate behaviors, conduct or gestures. You are responsible for all images you take.
11. Do not put yourself or others in danger during a photo shoot. Do not climb trees,

football concession stand roof, bleachers, fences, baseball backstops, any sports equipment, etc. Do not hang from anything while outside (trees, football goal posts, building, & gazebo) or any high area. Be responsible and use good judgment, being safe is paramount above all.

1. In the event that an undesirable image is taken, report to instructor immediately so appropriate action can take place.
2. All images (negatives, film, digital file formats, commercial images, personal images, etc.) must be appropriate for school and a rating of no higher than G.
3. Do not bring in any “inappropriate” images to school or electronically upload or download pictures (prints or film). The instructor will view all negatives before prints can be used electronically or printed. Ignorance is not acceptable excuse for an inappropriate images that “mysteriously” appear anywhere in class (computers, memory cards, printed, cameras, and other electronic devices).
4. Do not bring any images containing: inappropriate gestures, violence, sexual innuendoes, nudity, discrimination of any type, disrespect for governing authorities or anything that is considered inappropriate in our school setting. All judgments of the instructor are final and any images or film containing this type of photography will be confiscated.
5. No one may enter any parking lot without permission, from both the instructor and a pass from the main office.
6. A designated “photography” pass must be in your possession for all out of class assignments.
7. When you leave the classroom as a group to work on an out of class assignment, you must remain together as a group at all times. Do not split up to go to your locker, bathroom, etc. Leave together and return together.
8. All rules and policies of the school handbook must be followed in addition to the above.

I have read the “Photography Acceptable Use Policy” and pledge to honor the policies listed above during my enrollment in any of the Graphics, Visual Communication or Digital Photography courses offered by Kittatinny Regional High School. I fully understand that any infractions of the policies as set forth and interpreted by the instructor/administration may result in the following:

1. Disciplinary action
2. Loss of grade points
3. Loss of privileges
4. Marking period failure
5. Course failure

Student Signature: Date:

Parent Signature: Date: