**Clare High School**
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# Computer Tech II - Publishing
# Digital Camera Agreement

Students in Computer Tech 2 - Publishing will be using digital cameras, computers, scanners, software, and photo software to create the yearbook. Because the equipment they will be using is fragile and expensive, it is their responsibility to make sure that it is used properly and returned undamaged. Below is an explanation of the use and check-out process of school owned digital cameras:

**Before any student can use any school owned camera unsupervised, the following criteria must be met:**

- This agreement must be signed by the student **AND** his/her parent(s)
- The student must attend a training session that will cover
  - Sign-out policy for the camera
  - Basic use and care of the camera
  - Guidelines for picture taking
    - School-related activities and events only
    - Cameras are NOT to be used for personal use
  - Student responsibility and liability of the camera
    - Neglect includes (but is not limited to):
      - Storing the camera improperly (in a backpack or car)
      - Dropping the camera
      - Getting the camera wet (rain, spilled drinks etc).
      - Losing the camera

Students are responsible for making sure camera batteries are placed in the charger upon check in and that their pictures have been removed from the memory card. Digital cameras left unattended or found may result in the loss of privileges for that student. At any time throughout the year students are welcome to use their own digital cameras rather than borrowing yearbook equipment.

If a camera is damaged or lost while in the student's possession, that student may be responsible for the partial or full cost of replacing the camera (based on an appropriate retail value). **When a student has the camera signed out, only that student should be using the camera and only pictures of the assigned event should be taken**.

Please sign and date below which acknowledges the student and parent have read this agreement and understand the responsibilities and liabilities associated with using the digital cameras.

_____ _____
PRINT student's first and last name PRINT parent's first and last name

x_____ x_____
Student's Signature Date Parent's Signature Date