



**ROUND LAKE HIGH SCHOOL**  
*DIGITAL ARTS PROGRAM*  
2018-2019

**COPYRIGHT POLICIES**

The Copyright Act allows artists to protect their own work. This protection is important to artists, and should be taught as a part of a student's education. All students should be taught about copyrights, including what can and cannot be copyrighted, the procedure for copyrighting work, what protections copyrights offer, and what is a violation of the Copyright Act.

While the Career and Technical Education Department strives to help students create original subject matter, there may be times that using copyrighted sources may be educational:

1. Students may sometimes use magazine photographs and photographs of paintings and other artwork.
  1. Although a distinction is made between actual photographs and photographs or other artwork.
  2. Actual tracing of photographs is not condoned, since the student should be able to create simple contour lines of their own, which re-interprets the image to some degree.
  3. Advanced students are discouraged from this practice as their portfolio should contain only original subject matter.
2. Portions of magazine photographs or other copyrighted material may sometimes be used as a part of a collage or assemblage. Students must be taught judgment skills when deciding what percentage of a work is someone else's ideas.
3. Copying a master's work is a legitimate form of study or exercise for a student, but is not in and of itself a finished work of art for portfolios, contests, etc.
4. Mimicking an artist's style is also a legitimate form of study and may become a finished portfolio piece if the content of the image is original.
5. Copying artist's drawings and cartoons are not ever legitimate subject matter.

I have read and understand the RL Copyright policies.

Student Initial \_\_\_\_\_ Parent Initial \_\_\_\_\_

**APPROPRIATE AND INAPPROPRIATE SUBJECT MATTER**

The CTE Department wishes to instill in each student a sense of what is appropriate subject matter. Although students like to use what they see around them, they need to be pushed beyond the first idea that comes to them.

1. Trite, overused, and sophomoric subjects are not used in the CTE Department. This category might include things like rainbows, unicorns, cartoons, characters, hearts, peace signs, etc.
2. Images that promote the use of drugs or alcohol are not used in the CTE Department (except in a mature social commentary context).
3. Images that degrade another person are not used in the CTE Department (except in a mature social commentary context).
4. Gang symbols are not allowed in the CTE Department, in keeping with Round Lake's policy on gang symbols.
5. Sexually explicit, nude, or lewd imagery is not allowed in the CTE Department.

**Disclaimer: Throughout the year, please note that it may be required to expose students for educational purposes to mature visual concepts and content regarding historical and contemporary art issues.**

I have read and understand the RL Subject Matter policies.

Student Initial \_\_\_\_\_ Parent Initial \_\_\_\_\_

### **PLAGIARISM/ COPYING**

The CTE Department support's Round Lake's policy on academic dishonesty.

1. Copying another student's or another artist's artwork and representing it as the student's own work is considered academic dishonesty, and Round Lake's procedures apply.
2. Any student that turns in photographs, designs or negatives for images that were not taken and printed by that student is violating Round Lake's policy on academic dishonesty. A grade of zero is assigned and Round Lake's procedure is followed.

I have read and understand the RL Copyright policies.

Student Initial \_\_\_\_\_ Parent Initial \_\_\_\_\_

### **EQUIPMENT USAGE**

The CTE Department is proud to offer Digital Arts students the opportunity to use Industry Standard equipment including Apple Computers, Adobe Software, Large Format Printers and Digital and Video Cameras and accessory equipment. The student will be held responsible for properly using and maintaining the equipment used in and outside of class. Students must sign out equipment for use outside of the classroom. They are responsible for checking the status of the equipment before checking it out of the classroom. Students accounts will be charged for items returned broken/missing at the end of the school term.

I have read and understand the RL equipment usage policies.

Student Initial \_\_\_\_\_ Parent Initial \_\_\_\_\_

### **OTHER MATTERS OF IMPORTANCE**

The Round Lake High School CTE Department reserves the right to retain student work until the end of the school calendar year. It is the job of RL to promote and display student artwork in the classroom, the school, and the community. Cooperation from students is expected and mandatory.

I have read and understand the RL usage policies.

Student Initial \_\_\_\_\_ Parent Initial \_\_\_\_\_

## **A LETTER TO PARENTS**

Dear Parent/Guardian,

Your son or daughter is enrolled in a Digital Arts class at Round Lake High School. This class is held in a computer lab with computer stations, printers and high end equipment. This equipment is our investment in your child's education. We are proud of this facility and we feel that we can offer your child an exceptional opportunity to learn in this environment.

Your child has a major responsibility in the use of this equipment. We have created procedural rules to protect the equipment and to keep the equipment functioning in the most efficient manner to serve the needs of all students who use the facility.

The computers have a security program installed to protect the computer software and to lock out the installation of software not purchased by the school. Any student caught trying to bypass the security program (or aiding another student to do so) will be denied further use of the computers. Also, students will have permission to use only the program(s) that they are currently assigned to use. Internet research is only allowed when specifically assigned as part of a class project. Students who are doing something other than their assigned work on the computers will be denied use of the computers. Students are expected to show the appropriate respect for the computer, printing and production equipment and the procedures for using that equipment. Any destructive acts to any piece of equipment will result in denied access to the computers and equipment. Restitution penalties will be imposed where appropriate.

Students will be assigned a specific computer station. Students will be responsible for their assigned computer station during their class time. Please discuss this responsibility with your son or daughter. Showing respect for the equipment and setup is the only way to keep the equipment running smoothly and efficiently for all students. The facility is here for your child's benefit, and our goal is to keep the lab running in a safe and productive manner.

**PLEASE SIGN ON NEXT PAGE!**

I understand my responsibilities in the use of equipment in the classroom:

Student name (print)\_\_\_\_\_

Date\_\_\_\_\_

Student signature\_\_\_\_\_

Parent name (print)\_\_\_\_\_

Date\_\_\_\_\_

Parent signature\_\_\_\_\_

*(Please sign and return this agreement by the next school day)*

**If you would like to be added to our GOOGLE CLASSROOM/CANVAS as a parent/  
guardian, please include your email address below:**

**Parent Email:** \_\_\_\_\_

Find out about everything we are doing in class on our class site.. **[digitalarts116.org](http://digitalarts116.org)**