



Government of South Australia

Department of Education and  
Children's Services



## ESSENTIAL INFORMATION and REGISTRATION PACK

### Statewide Project - *Our Place* ABC LOCAL RADIO



#### FURTHER ENQUIRIES

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<b>LEGAL REQUIREMENTS - Copyright – Appendix 4</b>	
The resource and everything within it is original	<input type="checkbox"/>
Third party material has been used and permission granted – <a href="#">Template 1</a>	<input type="checkbox"/>
Parent(s), students have signed the informed consent form and agree to copyright and licensing conditions – <a href="#">Template 3</a>	<input type="checkbox"/>
<b>TEACHERS' QUALITY CHECKLIST</b> (Teachers please ✓ the following have been checked)	
Production:	<input type="checkbox"/>
• Evidence of planning, <i>eg</i> storyboard, timeline, 'pitch'	
• Critical decisions, <i>ie</i> what choices presented and how resolved	
• Scripts or, if interview, transcripts of interviews/question schedule	
• All copyright issues addressed	
Perspective:	<input type="checkbox"/>
Examine the perspective presented and ensure that it is <i>not</i> :	
• Racist?	
• Sexist?	
• Derogatory to a particular group?	
Story:	<input type="checkbox"/>
• A dramatic/engaging question/topic	
• Clear storyline: establish, complication, resolution, conclusion	
• Emotional content everyone can relate to	
• Economy of words	
• Details that add depth	
• Audience engaged and kept interested	
• Story well paced. Neither too short nor too long (maximum length for video and audio is 30 seconds).	
Sound:	<input type="checkbox"/>
• Voices are clear and easy to understand	
• Sound levels are consistent	
• Track is clean, with no obvious silences or 'foreign' noises	
• Any music/sound effects, enhance the story or establish the mood	
• Voice used is engaging, informal	
• The sound track is a good fit to the storyline	
Images:	<input type="checkbox"/>
• Insertion of required opening slide from COME OUT website	
• Complement the story, adding extra information	
• Effective composition/cropping	
• Variety of shots used. For example, angles. establishing shot, mid-shot, close up	
• Correct exposure with sharp images	
• A wide variety of images	
• Original images	
Talent Release Consent Forms have been collected from participating students	<input type="checkbox"/>
The materials submitted have been through a quality assurance process and meet all legal copyright and consent requirements. Student work can only be published after this form is submitted to DECS. Submission of this completed form to DECS means you have agreed to abide by the requirements outlined in this Statewide Project <i>Our Place</i> to enable publishing of student videos to the ABC Local Radio website via Teacher Tube.	<input type="checkbox"/>

Principal / delegate signature:

Date: / /

Principal / delegate full name:

Position (title):

*This completed form must be forwarded, marked for*  
**Attention: Sharyn Schell FAX: 8226 3840** or email [sharyn.schell@sa.gov.au](mailto:sharyn.schell@sa.gov.au)

## Statewide Project Brief



# OUR PLACE

Students are invited to create a 30 second photo story in response to the 2011 COME OUT Festival theme of 'belonging': investigating and celebrating people, place and rituals and how those things might give them a sense of belonging.

### **Our Place – Photo story**

Each photo story should consist of *original* photographs and voice-overs, sound effects or *original* soundscapes. The audio can also include original music or copyright free music (eg. [www.freeplaymusic.com](http://www.freeplaymusic.com)). Each 30 second photo story should include between 15 and 30 original photographs.

### **Our Place – Compulsory Slides x 2**

1. **Credits Slide** - Created by students

Each photo story must include a '**Credits Slide**', held for 2 seconds just before the Closing Slide. This should contain your school name, year level and the first names of the students who created the photo story. This photo slide can be created in any artistic way you choose. This Credits slide should be the second to last image in the photo story.

2. **Closing Slide** – Provided by COME OUT (download [www.comeoutfestival.com.au](http://www.comeoutfestival.com.au) )

To ensure all of the photo stories created are identified with this project we have created a standard '**Closing Slide**' (see the image below right). Each and every photo story *must include* this Closing Slide, held for 2 seconds (the slide is available to download from the Come Out website [www.comeoutfestival.com.au](http://www.comeoutfestival.com.au) ). The closing slide will be the last image in each and every photo story.



## TO SUMMARISE: TOTAL SLIDES AND TIMES

<b>PHOTO STORY</b>	UP TO 26 SECONDS	26 seconds
<b>Credits Slide</b>	2 seconds (part of 30 second photo story) second to last slide	2 seconds
<b>Closing Slide</b>	2 seconds (part of 30 second photo story) at the end	2 seconds
<b>Total Seconds</b>		<b>30 seconds</b>

### ***Our Place* – Multiple entries**

You can submit as many entries as you wish to the *Our Place* project. Each individual entry must address the *Our Place* theme of belonging and include the closing slide in addition to the 30 second photo story.

### ***Our Place* – Uploading photo stories**

When you complete your photo stories they should be uploaded to the Teacher Tube website [www.teachertube.com](http://www.teachertube.com). You can follow the Easy 8 Step Instructions or the Flow Chart, in Appendix 2. The instructions show you how to fill in the Teacher Tube Upload form so that we can find your video. Every video that you upload with the appropriate tag will be viewed by ABC Local Radio staff. They will then embed all approved videos on the ABC Local Radio *Our Place* website.

### ***Our Place* – Public screenings of selected photo stories**

During the COME OUT Festival 25 March - 1 April, 2011 your school could celebrate the photo stories by playing them in a public space within the school community.

A selection of the submitted *Our Place* photo stories will be selected by ABC Local Radio to create a video loop that will be played in public spaces. Those selected photo stories will be screened around the state in a number of COME OUT venues including art galleries, the Adelaide Festival Centre foyer, Tandanya, DECS foyer and a number of regional sites.

### ***Our Place* – Save students photo stories to DVD before uploading!**

Make sure all the photo stories are saved as an **.mp4** file to a DVD before uploading to Teacher Tube.

If any of your photo stories are selected for the public presentation mentioned above, you will be contacted by a representative from ABC Local Radio or COME OUT.

They will request a higher resolution version of the photo story on DVD as an **.mp4** file.

### ***Our Place – Essential Tips when using Photostory***

When saving, *save your Photostory more than once!*

First time, keep it as an original project, '**save your story for playback on your computer**' or similar.

Second time, when in Photostory go down near bottom left, and click on **Settings**. A dialogue box opens. Select **Profile** and scroll down the menu to select **Profile for computers 4 (1024 x 768)**.

Then save it again. [Remember where you save them!]

#### Why do this?

1. It is a high resolution profile AND
2. It will suit the requirements for a 'landscape' style screen when it is played back, both in Teacher Tube, the ABC Local Radio website, and for screening in public venues, as indicated elsewhere in this document.

### ***Our Place – Key Websites***

ABC Local Radio: [www.abc.net.au/local](http://www.abc.net.au/local)  
COME OUT Festival: [www.comeoutfestival.com.au](http://www.comeoutfestival.com.au)  
Teacher tube: [www.teachertube.com](http://www.teachertube.com)

### ***Our Place – When to begin uploading to Teacher Tube?***

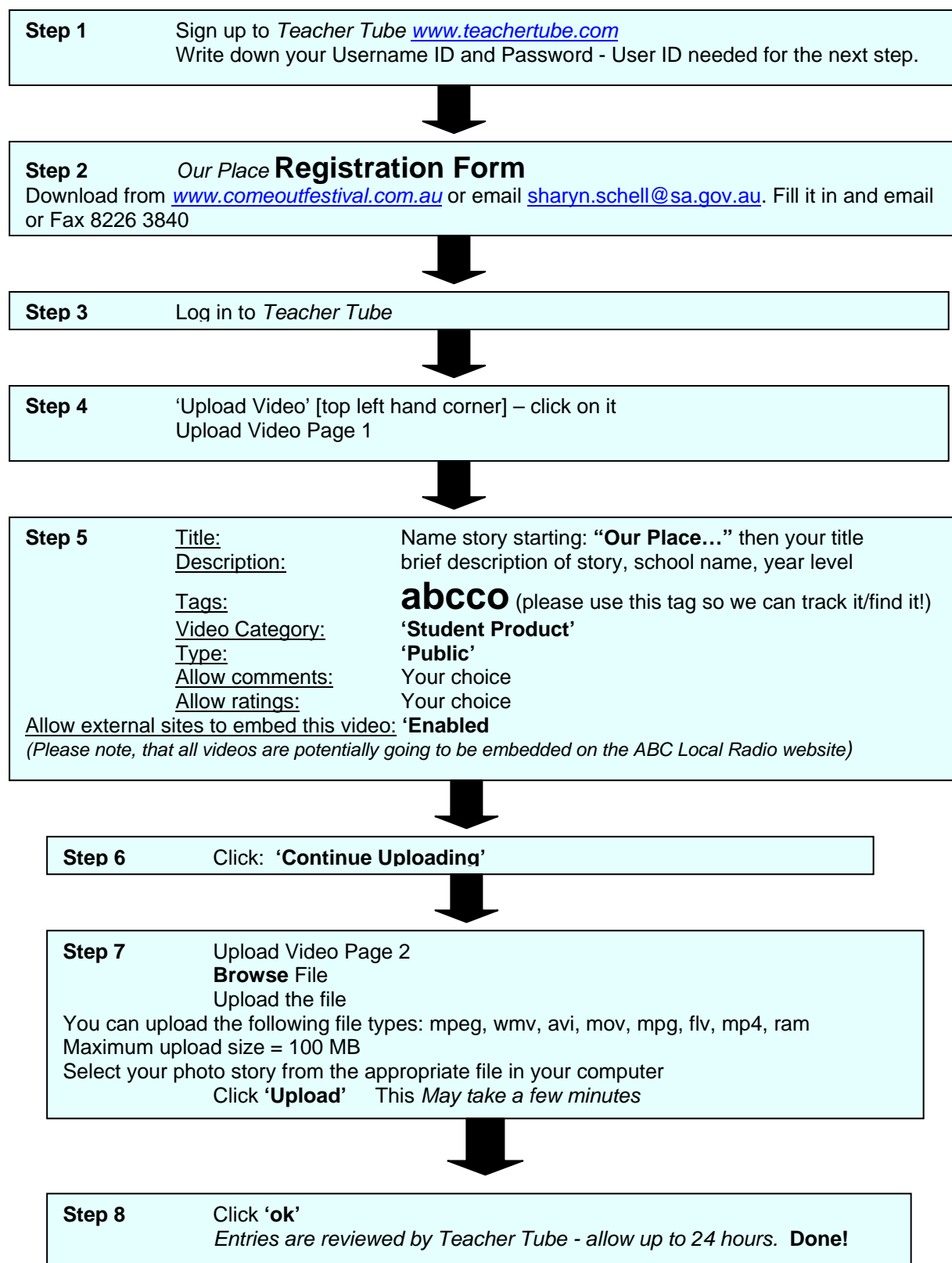
Anytime from now on! Remember to send in the registration form to Sharyn Schell so we know to look for it!

## **Closing date**

Friday 11 March 2011  
*for videos to be included in public screenings*

**Please note:** Make sure you keep a copy of your entry, as they cannot be returned.

## 8 Easy Steps to Upload to Teacher Tube



**To upload another video**, press ‘click here’ to repeat the process. Otherwise, Log Out.  
Check your videos are there later – allow up to 24 hrs.

*Thank you* for your photo story!

(N.B. Once the entries have been reviewed and become available on Teacher Tube, ABC Local Radio and DECS will review them before placing the material on the ABC website.)



## ***Our Place* – Frequently Asked Questions**

### *1. Why Teacher Tube? Why not direct to ABC Local Radio website?*

Teacher Tube offered the most expedient platform that was universally available without incurring further costs for schools. YouTube, for example, is blocked in DECS schools. Other options were explored but abandoned for a variety of reasons at this time. Additionally, uploading to Teacher Tube offers some level of quality control over appropriate, suitable content.

### *2. How will my students' photo stories be found amongst everything else that's on Teacher Tube?*

This is why the metadata you enter is so important. You will notice that on the submission form we ask for your Teacher Tube User ID and to also ensure you tag each photo story with **abcco**.

### *3. What does the tag **abcco** stand for?*

Acronym for 'ABC Come Out'.

### *4. What is the purpose of the Title slide? Do I have to have it?*

Yes, it is mandatory. The opening Title slide helps to identify all the *Our Place* videos as part of this project, and also to delineate each of the photo-stories from each other once they are in a loop on the ABC Local Radio Website.

### *5. How strict is the 30 second limit?*

Very – please adhere to this time limit. Remember it includes the credits slide and the closing slide.

### *6. I'm not a member of Teacher Tube – is a cost involved?*

Teacher Tube is free to join, and easy to do so. See Step 2 in Appendix 2. Allow 24 hours for your registration to be approved.

Write down your Teacher Tube User ID in a safe place – you will need to write it onto your submission form.

Schools may like to have a 'school account' just for the purpose of this project, instead of several individual teachers. This is left to the schools discretion.

### *7. Can students join Teacher Tube?*

No, but why would they want to? It's essentially for teachers, with content as appropriate.

### *8. Should students use images of themselves?*

We advise against students using images of themselves or others. Once the videos are submitted onto Teacher Tube they are there indefinitely – until the teacher may remove them from Teacher Tube. Therefore, neither COME OUT, DECS, nor the

ABC can guarantee that these images will cease being used after the end of the COME OUT Festival, 2011.

*9. Can students' use third party material?*

The purpose of the COME OUT Festival is to encourage students' artistic *creativity* and use original material. It is preferred that third party material is therefore *not* used. Teachers are accountable for any third party material used by students.

*10. When will the photo-stories be removed from Teacher Tube?*

This is the responsibility of the teacher uploading the videos - the teacher who uploads them can remove them from Teacher Tube. A request can be lodged with Teacher Tube if this doesn't occur. Teachers are urged to discuss the pros and cons of the 'life' of material submitted to the 'world wide web' (www) with students. Registered photo-stories with COME OUT that are embedded onto the ABC Local Radio website, and any subsequent 'loops' of several videos that are screened around South Australia during the festival will cease being promoted after the end of the Festival, ie April 1, 2011.

*11. Where can we purchase the microphones demonstrated/used at the Teacher Professional learning workshops?*

They are called *Easi Speak Mikes* and were purchased on-line for about \$30 each from: [www.tts-shopping.com](http://www.tts-shopping.com)

*12. The DECS Consent Form is different to the earlier Talent Release Consent Form. Why is this?*

The use of a Creative Commons license is new and is being trialled with the CC-BY-NC licence. See <http://creativecommons.org/licenses/by-nc/2.0/> to view the **CC-BY-NC** licence

- **(CC) Creative Commons**
- **(BY) By Attribution**
- **(NC) Non-Commercial**

A direct link to the DECS Consent Forms is below:

- **Student/child**  
<http://www.decs.sa.gov.au/docs/documents/1/ConsentFormChild.pdf>
- **Adult**  
<http://www.decs.sa.gov.au/docs/documents/1/ConsentFormAdult.pdf>

## Appendix 3

### TECHNICAL FORMAT

To create and distribute content through the COME OUT Festival 2011 Statewide Project *Our Place* materials need to be in compatible file formats to upload to Teacher Tube. The recommended formats for Teacher Tube are detailed below.

Video File Format	Description	Usage
<b>.m4v</b>	<p>.m4v is what happens when you export out of Imovie. Teacher Tube doesn't allow upload as .m4v.</p> <p>To fix this RENAME the file by deleting .m4v and replace with .mp4</p>	<p>.m4v is what happens when you export out of Imovie. Teacher Tube doesn't allow upload as .m4v.</p> <p>To fix this RENAME the file by deleting .m4v and replace with .mp4</p>

# LEGAL REQUIREMENTS

## Copyright

It is **critical** that your resource complies with copyright law as this material will be made publicly available via the internet.

**What is Copyright?** Copyright law provides protection for creators of certain forms of media against the unauthorized use of their material. In Australia the use of copyright material in media such as books, journals, newspapers, photographs, music, films or on the internet is governed by the Copyright Act 1968(Cth).

**Obtaining Permission.** The Department of Children's Services (DECS), COME OUT Festival and ABC Local Radio will need *written* permission from all copyright owners of any content you have included in your resource (Template 1). If your resources contain any words, sounds or images from anywhere else you must acknowledge the source and obtain the required permissions from the copyright owners to include their material in your resource.

When asking for permission you should make it clear to the copyright owner that their material will be made publicly accessible through websites and broadcasts. You should also let the copyright owner know that they (and the authors) will be appropriately acknowledged within the resource itself.

### **Sourcing Copyright Information.**

There are two common ways of sourcing copyright information:

- Check to see if there is a **permission or licence statement** on the source of the information. For example, websites often have a link to a copyright statement in the footer of the web page. There may also be a licence statement on the material itself. Please include the link to this information in the log sheet.
- If you can't find a permission statement, you will need to **email or write to the copyright holder and specifically ask for permission**. If you cannot determine who owns the copyright, please provide sufficient information in the log sheet so that the podcasting coordinator can locate the material and attempt to follow up on your behalf.

If you cannot obtain permission from the copyright owner, you will need to delete the material from your resource. If you have used third party material you will need to provide the completed log sheets as well as all the written permissions you have obtained with your resource submission (Template 2).

**Consider Indigenous Perspective.** Note that Indigenous peoples claim that existing intellectual property rights (IPR) systems do not provide adequate recognition and protection of their cultural products and expressions. However, Copyright law applies to Indigenous artistic works in the same way as it applies to other artistic works.

**Further information on Copyright see** <http://www.smartcopying.edu.au/scw/go>

## **Licensing**

All created materials are protected by copyright. Copyright ownership is retained by the original creator, ie, in this case, the student.

How the content is licensed determines how it can be used. The materials in *Our Place* will be licensed using Creative Commons. Creative Commons is a set of six (main) licences which allow users of copyrighted material certain rights and obligations depending on the licence elements added by the creator of the work. For *Our Place* the materials will be licensed under Creative Commons – Attribution Non-commercial (CC BY NC). This licence allows for the replication, distribution, display, performance and remixing of copyrighted work, provided that it is not used for commercial purposes and that the author is credited.

**Further information on Creative Commons licensing see** <http://creativecommons.org.au/licences>

Template 1 [If your students wish to include materials from a third party use this form]

[INSERT YOUR SCHOOL LETTERHEAD]

Request to use third party material

Name:  
Company:  
Address 1:  
**ADDRESS 2:**

Dear Sir / Madam

**Re: Request for permission to reproduce 'content' in Teacher Tube for the COME OUT Festival 2011 Statewide Project *Our Place***

**Material to be reproduced**

Title:  
URL if applicable:  
Copyright owner:

The COME OUT Festival 2011 Statewide project *Our Place* is an initiative in which members of the education community, students, teachers have the opportunity to publish their content into the Teacher Tube environment and then to be potentially embedded in the ABC Local Radio website for a global audience. Material in the site is freely available online for world wide public access. No charge is made for access to materials and this use is non-commercial. The material will be published under the *Creative Commons Attribution Non-Commercial Licence –CC-BY-NC*.

In reproducing this material, \_\_\_\_\_ will be acknowledged as copyright owner with a full citation. If you have any particular attribution requirements please let us know.

If \_\_\_\_\_ does not control the copyright in this item we would be grateful if you were able to advise us as to whom we might contact for permission.

Thank you for giving this request your consideration. We look forward to hearing from you in the near future. Please contact us if you require further clarification.

For your convenience we have included a response form which may be returned by email or fax.

Yours sincerely

Name  
Title  
Date

*This form must be filed in a central location in your school – PLEASE DO NOT SEND IN TO DECS*

Template 2

Copyright Log Sheet

Slide # or timing marker	Copyright material (Describe)	Where copyright material was obtained (eg web address)	Permission already requested (Y/N & date)	Permission already obtained (Y*/N & date)	Link to copyright statement (web) or other comments /issues
eg 4	Image of Jupiter	<a href="http://hubblesite.org/gallery/album/solar_system_collection/pr1995018b">http://hubblesite.org/gallery/album/solar_system_collection/pr1995018b</a>	/ /	Public Domain	<a href="http://hubblesite.org/copyright/">http://hubblesite.org/copyright/</a>
			/ /	/ /	
			/ /	/ /	
			/ /	/ /	
			/ /	/ /	
			/ /	/ /	
			/ /	/ /	

\* If yes, please provide a copy of the written permission along with this form. This permission may be in the form of an email exchange.

*This form must filed in a central location in your school – PLEASE DO NOT SEND IN TO DECS*



## Consent Form – Child

Permission to use likeness, image, voice, performance and/or creative work of students and children.

### Background

The Department of Education and Children's Services (DECS) develops teaching and learning and promotional materials and publishes them in print and digitally (on websites). Increasingly students are publishing their own materials on websites (eg school website, DECS website, Scootle™, iTunes™ or other online environments)

### Request for Permission

The Department of Education and Children's Services seeks permission to use the following:

- media (photo/film/audio recording) in which your child appears
- a written comment made by your child
- your child's work samples (for example, a painting, written work, podcasts).

### Granting Permission

By completing and returning this permission form, you are granting permission for the Department of Education and Children's Services to use:

- an image or recording of your child which appears in a photo, film and/or audio recording to publish on paper and/or on websites under a CC-BY-NC licence\*
- your child's work samples on paper and/or on websites under a CC-BY-NC licence\*
- an image or recording of your child which may identify your child by first name and/or school only
- work samples created by your child without identifying your child - or identifying your child by first name and/or school only.

### Note

- Not every item for which permission is granted will be used.
- Media, comments and/or work samples might not appear in exactly the form in which they have been submitted.
- Media, comments and/or work samples which contain images of or references to Indigenous people will be accompanied by warning text to indicate that the work may include references to Aboriginal and Torres Strait Islander people who have passed away.
- The material will be available to 'the world' to download and use under a CC-BY-NC licence\*. This licence is perpetual (forever), irrevocable, free, worldwide, non-exclusive and allows for the replication, distribution, display, performance and remixing of copyrighted work for non-commercial purposes, provided that the author is credited.

### Consent

I give permission to the Department of Education and Children's Services to publish media, comments and/or work samples of:

**Child's Name:** \_\_\_\_\_  
(Full name - please print)

**Name of school/service:** \_\_\_\_\_

**Child's signature:** \_\_\_\_\_  
(Student to sign)

**Parent/Guardian's signatures:** \_\_\_\_\_  
(Parent/guardian to sign) (Parent/guardian to sign)

**Full name of Parent(s)/Guardian(s):** \_\_\_\_\_  
(please print) (please print)

**Date:** \_\_\_\_\_

**Please provide signatures of both parents and/or guardians where possible.**



#### \* Creative Commons licensing by attribution, non-commercial

This licence allows the replication, distribution, display, performance and remixing of copyrighted work provided that the author is credited and re-use of the material is restricted to non-commercial purposes only.

*This form must be filed in a central location in your school*