

Cecil County Public Schools Media Technology Festival 2010 Competition Guidelines

PURPOSE: The intent of the festival is to stimulate interest and involvement in media and technology production and provides an opportunity for students to show their work to an interested audience.

IMPORTANT DATES: All entries are due **no later than March 26, 2010**. The CCPS Media Technology Festival will be held at **4:00 PM on May 12, 2010** at Bay View Elementary School.

ELIGIBILITY OF PARTICIPANTS: Participants must be students, Pre-K through 12th grade attending Cecil County Public Schools. By submitting an entry, participants are agreeing to allow their creative projects to be used to promote future Media Technology Festivals.

ELIGIBILITY OF PRODUCTIONS: Entries must have been produced from **March 23, 2009- March 26, 2010**. CCPS Media Technology Festival has the right to refuse to critique any entry not complying with the rules of the CCPS Media Technology Festival.

GRADE LEVELS: Entries will be accepted in four grade levels:

Pre- K- 2, 3-5, 6-8, 9-12

Any entry, which is the work of more than one student, is to be entered in the grade level of the oldest member of the group. Entries are entered at the grade level the student is in as of March 28, 2008.

LIMIT OF ENTRIES: There is a limit of five (5) entries per student in the entire Media Technology Festival. These five entries can be: individual and/or within groups of students and can be in different competitions or categories. But the total must not exceed five entries per student for the entire Media Technology Festival.

In all categories except Photography, there is also a limit of five (5) entries per class or teacher in the same instructional project. Therefore, if teachers have more than five entries for a particular instructional project, teachers will need to select their five best entries to enter into the Media Technology Festival.

SCHOOL CONTACT: The Media Specialist shall serve as the school contact for the Media Technology Festival. The school contact will have access to the Media Technology Festival envelopes, Excel spreadsheet, Entry Forms, Official Labels, and information as needed.

The school contact will be responsible for gathering and submitting their school's entries in a timely manner.

SPONSORSHIP: All students' entries must have an adult sponsor. The sponsor may be a parent, teacher, or other adult. The role of the sponsor is to serve as a technical advisor and to assist with communication. The entry must **always** be the work of the student entrant.

AWARDS: Ribbons and certificates will be awarded to first, second, and third place winners at each grade level in each competition. Participation certificates will also be awarded.

COPYRIGHT: Students entering any competition using copyrighted materials must obtain copyright permission. The copyright holder must be clearly told that the materials will be used in a school district contest in order for his permission to be valid. Written permission in the form of a letter or email is acceptable. **If written permission for use in a contest is not attached with the entry form, the entry will be disqualified.**

*Sources for copyright-free websites for graphics and audio are included in this booklet. CCPS also has licenses with some vendors that allow use of their products for educational purposes and written permission is not needed from these sources. However, as with all sources, these vendors must be recognized in the Bibliography of the project and on the entry form.

BIBLIOGRAPHY: Each entry must have a Bibliography included as part of the project. The bibliography should list the sources of information, pictures, and clip art used in the project and should be a slide or video frame at the end of the project. Judging points are awarded for the Bibliography. (Photography entries do not need a bibliography and Graphic Design entries should cite sources of clip art and pictures on the entry form.) Bibliography formats are shown on Page 4 of this booklet.

SUBMITTING ENTRIES: Entry Forms, Official Labels, Excel Spreadsheets

- Each entry should have a title.
- Make sure entries are entered in the proper competition and subject area. Please read the competition regulations for correct placement of entries.
- Entry Forms are enclosed and they are different for each competition. Entry Forms are located on the page following the regulations for each competition and are only 1/2 page.
- An Entry Form must accompany each project.
- An Official Label is needed for Photography and Graphic Design entries only. Official Labels are enclosed. The Official Label should be adhered to the front lower right corner of photos and graphic designs. This will allow people to know who has produced the product when it is on display in the showcase.
- An Excel spreadsheet needs to be submitted from each school. The spreadsheet lists: name of student, competition, grade level, title of project. Spreadsheet templates can be obtained electronically from Bill Ide.
- The spreadsheet should be submitted as a hard copy along with the entries in a Media Technology Festival Envelope, as well as submitted electronically, either through email or on the CD submitted with the entries.
- Each entry with Entry Form and Official Label attached (if applicable) should be placed in a Media Technology Festival Envelope. Entries such as large Photography and Graphic Design entries, which do not fit in the envelope, should be separated into subject areas with an envelope placed on top of the entries.
- All entries are due no later than **March 26, 2010. Late entries will not be accepted.**
- **Photography and Graphic Design entries should be sent to Alice Brown at Rising Sun High School.**
- **Technology entries (Power Point Presentation, Video Sequential Stills, Website, Live Action Video, Computer Animation) should be sent to Heather Krasman at Elkton Boulevard.**

Additional Guidelines to remember when producing entries

1. Copyright and Plagiarism

- The easiest thing to do is...don't use copyrighted material.
- Use free play or public domain audio, clip art in the computer program, the student's own drawings or photographs.
- Or get the copyright approval BEFORE you use it.
- Approval must be given IN WRITING for use "outside of school in a public educational contest."
- Make sure students do not plagiarize. Everything should be in their own words.
- Students can use clipart or audio from schools.clipart.com.
- Students can use video clips or images from unitedstreaming.com.

2. Students must do all of the work.

- Students must take their own photographs.
- Students must shoot their own video (they can use a tripod).
- Students must scan their own pictures.
- Students must do all the work on the Draw, Power Point, etc. They cannot have a template made for them to fill in.
- Each student must take his or her own pictures. You can't have the class take pictures for individuals to use in their own entries. However, class pictures could be used for a class entry.

3. Teachers/Parents may mat or mount photos and mount or laminate graphic design entries for students. Only one photo or graphic design should be mounted on a board. It should not be a collage of photos. Graphic Design and Photography may not be framed or mounted as 3D.

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