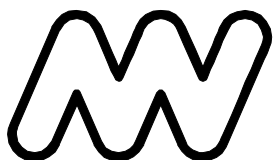


Making History **Student checklist**

Thank you for taking part in *Making History* and creating a digital history. Before you submit your work, please use this checklist to ensure that your project is ready to be uploaded.

- I have checked my work for any spelling errors or factual inaccuracies. I've consulted with my teacher and other students and incorporated their feedback into the final product.
- I have checked that all images, video or audio (including music tracks) created by other people and used in my project is able to be used on the web in a public domain. The items should be out of copyright, or be labelled by their creator as licensed for re-use. This might include Creative Commons licensed works.
- I have referenced and provided details for any of the materials used in my work and included this in the credits of my project.
- All participants in my project have signed a Participant Consent form, and I have explained to them that the project will be available online. I have shown the final video to the participant, they have confirmed the information provided in the project is accurate, and they agree to the video being published online.
- A parent or guardian has viewed the project and completed the parental consent section of the Student/Parental consent form (if I am under 18 years of age).
- I have read the Student consent form, and if I didn't understand any of the details of the form I have consulted with a teacher for assistance. I have signed the consent form.



Making History **Participant/interviewee agreement form**

When interviewing anyone about their life, it is important to consider exactly what sort of information is being asked for and exactly what it will be used for. For this project, information should be for general knowledge, and consent must be given for its general use. Do not collect material that may be confidential and sensitive.

By completing the following form, participants agree to the following conditions of use and access:

Use: May be used by the researcher with unrestricted access for use as part of the current and future projects. Publication, public performance, broadcasting or telecasting of recorded materials and images will occur only with the prior written consent of the participant. Final edition of the audio or video recording to be used in a project must be approved by the participant. Final draft of any transcripts of recording must be approved by the participant.

Access: May be accessed by the general public under the access policy of the organisation where the recorded material is deposited.

Name of participant.....

Interview date.....

Interview time.....

Place of interview.....

I,(participant/interviewee),
agree that the following conditions apply to the use and access of the information
which I supply as part of the *Making History* project.

Use: General

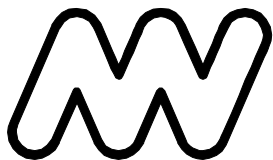
Special conditions?

Access: General

Special conditions?

Signature.....

Date.....



Making History **Parental/guardian consent form**

Details *(please complete all)*

School Name.....

Parent/Guardian Name.....

Student Name.....

Teacher Name.....

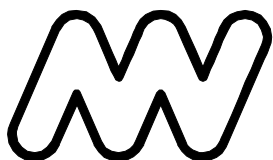
Details of works to be published by Museum Victoria

Through *Making History*, students research their community's history, interact with professional historians and access Museum Victoria's online collection. By sharing their research and stories on the *Making History* channel they can showcase their work and contribute to the knowledge and collections of Museum Victoria.

Permission is required from parents/guardians in order for students to participate in this project which involves participation in an online environment – publishing and communicating original work to the public. This may include photographs, videos and audio recordings created by and featuring the above-named student.

The consent is for an indefinite period of time and for the following publications:

- The school's intranet for students and teachers to access at school, home and the school's publicly accessible website
- An educational website accessible to the public
- Museum Victoria's *Making History* website:
museumvictoria.com.au/makinghistory



Making History **Student consent form**

I,.....(full name of student)

give permission to the State of Victoria (Department of Education and Training) and Museum Victoria to publish, reproduce and communicate my *Making History* digital history:

Produced by me during semester **1 2** (please circle) of.....(year).

STUDENT IDENTIFICATION AND PRIVACY

If published, reproduced and communicated I understand that for privacy purposes **my work will be identified using the title of the work, my first name only, my year level and school.** No other personal information will be published although I accept that that **my identity may nevertheless be apparent** by association to a number of people. If my work identifies **a living person other than myself, I have obtained the required permissions** and have advised the person(s) accordingly, and submitted the permissions to my teacher.

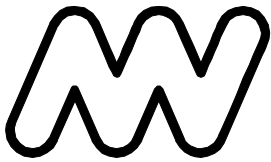
INTELLECTUAL PROPERTY AND COPYRIGHT

I understand that I hold the intellectual property rights but grant the State of Victoria (Department of Education and Training) and Museum Victoria licence to use them at no cost.

I grant permission for the State of Victoria (Department of Education and Training) and Museum Victoria to allow my work to be made available to other government and not for profit, non-government schools in Australia which are members of the National Education Access Licence for Schools (NEALS). This means that other schools may reproduce and communicate my work.

With reference to the above material, I grant permission to the Department of Education and Training and Museum Victoria to **use, reproduce, distribute, communicate to the public, publish, publicly perform, publicly display, modify, adapt, translate, upload, download** in any form or manner, and incorporate this material into other materials or works in any format or medium for any non-commercial purpose and the right to sublicense those rights. This consent is for an **indefinite period** of time.

I understand that **I can withdraw my consent** at any time but I must do so by **informing my teacher** and having them remove my work from the site.



I have no objection to the images and/or video being used by Museum Victoria for the following purposes to: publish, communicate or transmit the Works in the future for non commercial purposes such as exhibitions, reporting, publicity and education. It is understood by signing this form I have no objection to the Video/Images/Audio recordings being used for the purposes stated.

Student Name (print)

.....

Age **Year Level**.....

Student signature

.....

Date.....

(where student is under 18 years of age)

Parent/ Guardian Name (print)

.....

Parent Signature

.....

Date.....