K-12 GLOBAL ART EXCHANGE: 2019/2020

Digital Art Exchange Participation Guidelines

We are thrilled that you and your students will be participating in this year’s program! Please note that we now offer both Physical Art Exchange and Digital Art Exchange options. This document contains guidelines for the Digital Art Exchange only.

Please follow the guidelines below to ensure your participation.

I. DEADLINES

You may digitally submit your student art ANY TIME during the school year after you register. For each exchange, we will match you with a global partner class within 1-4 weeks of when we receive your student art (depending on partner availability), unless you specify a different start date preference. If you have registered for a follow-up conversation, you may submit art ANY TIME before April 15, 2020 and complete the conversation ANY TIME before June 15, 2020.

II. CREATING YOUR ARTWORK

1) For each Digital Art Exchange you registered for, you may submit up to 25 pieces of your students’ art.

2) The art your students create should reflect their lives or cultures, such that it teaches their global peers about them. The list below contains possible themes; however, you may select your own theme(s).

Possible Themes –Family, community, school, games, sports, hobbies, food, dance, music, famous people, holidays, celebrations, clothes, landscape, nature, animals, pets, transportation, traditions, myths, legends, folktales, water ways and water use, houses, buildings, architecture, religion, beliefs, responsibilities, societal problems, pollution, conflict resolution, history, cultural symbols, societal heroes, dreams and aspirations, products, trade, inventions, health, medicine, education, STEM (science, technology, engineering, math) in their daily lives, etc.

You may choose one specific theme for your whole class/group or multiple themes that different students focus on.

Examples: a) Your whole class creates art about ways they celebrate. b) Your whole class creates art that depicts aspects of their environment in different seasons. c) Each student picks a different topic related to his/her daily life or culture and creates art about it. d) Your students depict the process and results of a science experiment you completed in class. e) Your students depict an original invention in their art. f)
Your students create self-portraits surrounded by symbols or objects that represent who they are. g) Your students create a portrait of their families set in their local environment. h) Students explore artistically the different communities they belong to near and far.

(Note: These are just examples. You may choose your own theme/project.)

3) Students may use ANY artistic media to create their art. **Important: Please avoid repetition of specific subjects** (houses, flags, etc.) so the global students who view the art will learn about various aspects of your theme or your students’ lives.

4) **Encourage your students to do their very best work.** Explain to them that their artwork will be displayed in other schools around the world and, as such, will be a window through which other students will learn about them and their culture.

5) Check all student work for appropriate content (for more on this, see our Terms of Use and Privacy Policy at [www.oneworldclassrooms.org](http://www.oneworldclassrooms.org)).

### III. ARTWORK LABELS AND STUDENT PHOTOS

1) For each piece of art, create a student information label (use label templates provided with these guidelines or create your own). The label should list the student’s name, age/grade, school, town/city, country, subject/description of the drawing/painting, and any comments the student would like to add.

If possible, please submit labels in English or in English AND the language of your students.

2) (Optional, but a Best Practice) Take a photo of each student who is submitting art. This makes the exchange more powerful since students receiving the artwork can see the artists. **Photo Tip:** If possible, take photos of your students holding their artwork, ideally with a background that informs the viewer of the setting (school, village, landscape). Please ensure that photos are not backlit. If you submit student photos, we accept that you have secured permission to share them and give OneWorld Classrooms permission to share them in the presentations that the partner classes will view. (The online Google Slides or VoiceThread presentation in which the images will be displayed will be password-protected and only the partner classes and OneWorld Classrooms will view them.)

### IV. PHOTOGRAPHING/SCANNING AND NAMING YOUR ART/LABELS/PHOTOS

1) Photograph or scan each piece of art and, separately, its corresponding label. Photos should be high quality (clear, well lit, in focus, etc.) and JPEGs of 72 DPI or higher (60-200 K). If the images you send are low resolution or low quality, we will ask you to retake/scan them and send them again. For each photo/scan, the art/label should fill or nearly fill the whole frame.

2) **IMPORTANT:** Name each art image and its corresponding label/photo files in a sequenced manner so they will appear in order (art with corresponding label/photo) in a folder. For example: 1-art, 1-label, 1-photo; 2-art, 2-label, 2-photo; etc. OR mary-art, mary-label, mary-photo, etc. Alternatively, you may send the files with
their original names, but then you will be responsible for ordering the images correctly in the Google Slides or VoiceThread presentation in which they are displayed. (I.e., once the images are loaded into the presentation, you will need to rearrange their order.)

3) Optional: If you take photos of the student artists, you may combine the photos WITH the corresponding labels (to make one image comprising the label and the student photo for each student).

V. DIGITALLY SUBMITTING YOUR ART

We will send you an Email with instructions for how to load your art and labels/photos directly into the Google Slides presentation or VoiceThread where both classes will view the files. If you have any trouble loading files, we will alternatively invite you to load them into a Google Drive folder and we will add them to the Google Slides presentation or VoiceThread.

VI. YOUR DIGITAL ART EXCHANGE(S)

For each Digital Art Exchange that you registered for, we will send you an Email invitation to access the Google Slides presentation or VoiceThread* presentation where your class and your partner class will view each other’s art. Internet is required. Your Google Slides or VoiceThread presentation will contain up to 25 pieces of your students’ art and up to 25 pieces of your partner class’s art, plus the labels and student photos, if applicable, that correspond with the art. It may also contain student greeting videos or other content shared by the partner classes.

If you registered for an exchange only (no conversation), you will view the art in a Google Slides presentation.

VII. FOLLOW-UP CONVERSATION(S)

If you registered for a conversation with your exchange, you will use VoiceThread* to view the art and complete your conversation. We will Email you detailed instructions for using VoiceThread to complete the conversation (it’s easy!) and we will invite you to access an orientation VoiceThread where you and your students may practice using VoiceThread prior to your conversation.

To complete the conversation, your class and your partner class will make text, audio and video comments inside the VoiceThread in response to each other’s art. The conversation is conducted asynchronously, so classes may access and use the VoiceThread any time. (You do NOT need to be online at the same time as your partner.) Internet and a (free) VoiceThread* account are required.

Your conversation will be in English (unless both classes agree on a different language).
*VoiceThread is a web-based tool that allows you to create and view multimedia slide show presentations with audio or webcam narration. Visitors can leave comments on the slides in the form of audio, video (webcam), or text, so VoiceThreads can also facilitate online discussions.

All educators may register for a FREE teacher’s license to use VoiceThread at www.voicethread.com. This allows single-user access to all public VoiceThreads, participation in VoiceThreads to which you are invited (as in our case), and publication of a limited number of your own VoiceThreads. For multi-user access (i.e. so all your students can log in on their own) and unlimited publication, you may purchase a class or school account (not required for VoiceThreads used in OneWorld Classrooms programs).

VIII. INTERACTIVE GLOBAL STUDENT ART TOUR

If you registered for one or more Interactive Global Student Art Tours with your exchange, please see our separate guidelines for how to access and participate in the tour.

IX. FINAL STEPS/CONTACT US

Upon completion of your exchange, we require that you complete an evaluation form via email. This will help us to improve the program in the future. When we receive your completed evaluation form, we will send you participation certificates (one for your school/program and one that you may copy and distribute to your students).

If you require support or have questions at any point during the program, please send an email to paul@oneworldclassrooms.org or call (518) 618-0571 between 9:00 – 5:00 EST.

X. ADDITIONAL INFORMATION

1) Use of Your Students’ Artwork

Upon submitting your students’ digitized art, labels and photos, you are giving OneWorld Classrooms permission to share them with other participating teachers and classes from around the world. OneWorld Classrooms displays some student artwork on its website or other organizational materials, or at events at schools and community arts centers in Massachusetts. See our Terms of Use and Privacy Policy at www.oneworldclassrooms.org for more information. If you would prefer that your student artwork and any accompanying photos not be displayed on the website, in organizational materials or at OWC displays or events, please send an email to paul@oneworldclassrooms.org.

2) Sponsor a School Contributions

OneWorld Classrooms encourages participating schools and individuals to sponsor the participation of an overseas school that would otherwise not be able to participate for financial reasons. You may make a contribution when registering, or you may send a
check made out to OneWorld Classrooms at any time to: Paul Hurteau, OneWorld Classrooms, 180 Main Street, Andover, MA 01810, USA. Your gift will help us to involve more schools!