

Copyright and Metadata made easy



Lesson Plan 3

**Publish your content
with metadata**

Overview

Copyright and metadata made easy

These lesson plans provide step-by-step activities to guide pupils through the decisions and considerations they must make before publishing an image, video or sound recording online.

The lessons begin simply, avoiding complicated licensing issues, then build in complexity. We have designed these 6 lessons to help pupils develop their digital skills in areas outlined in the **Digital Competence Framework**, with specific focus on copyright and metadata. At the start of each lesson plan we identify the **DCF Strands and Elements** covered.

Lessons 1 - 3 are designed for Key Stage 2 and help pupils to gain a basic understanding of metadata and copyright.

Lessons 4 - 6 are designed for Key Stage 3 and 4, and explore how copyright applies when using other people's creative work and using photographs of people. Some information in lessons 4 - 6 may also be useful and interesting to Key Stage 2 pupils.

Before you start

- People's Collection Wales is a website packed full of fascinating photographs, documents, videos and stories about the history, culture and people of Wales
- Visit the Teaching Toolbox section of People's Collection Wales to see how pupils can publish content and use the website to improve digital competence skills **www.peoplescollection.wales/learn/digital**
- The skills developed when creating an account and uploading items to People's Collection Wales closely match many of the requirements of the Digital Competence Framework. Learn how to upload items and create collections using our easy to follow user guides **www.peoplescollection.wales/help-centre**

Lesson 3

Publish your own content with metadata

Lesson Objective: To publish a collection on People's Collection Wales with good metadata and correct copyright information

Digital Competence Framework

Key Stage 2

Citizenship: 1.1 Identity, image and reputation; 1.3 Digital rights, licensing and ownership

Interacting and collaborating: 2.2 Collaboration, 2.3 Storing and sharing

Producing: 3.2 Creating; 3.3 Evaluating and improving

Key Messages

- People's Collection Wales is a website packed full of fascinating photographs, documents, videos and stories about the history, culture and people of Wales
- It's a great place to learn about history
- You can create your own account and add to the digital history of Wales

Extra Information

- There are two additional documents that support this lesson; **Metadata Template** and **Good Metadata Example**, also used in lesson 2. Find these at the end of this lesson
- This lesson could take several hours as each pupil will need to scan an image they have created, upload it to People's Collection Wales and add their metadata. You may want to divide it into a few shorter sessions. If you want to create new content to upload, rather than using images from lessons 1 and 2, then allow time for this
- It may take 1-2 hours to do the teacher preparation (see below), this should be completed before the class. Once you have done this you will be able to teach your pupils how to use People's Collection Wales for this lesson, and any projects you do in the future
- We have created a Teachers checklist to help you assess your pupil's knowledge and skills after they have completed this lesson. Find it on Hwb: [Teachers Checklist](#), or at the end of this lesson

Teacher Preparation:

- Create an account for you school or class. For information on this visit the [Teaching Toolbox](#) that shows how to register and how pupils can use the website to improve digital competence skills
- Learn how to upload items and create collections using our easy to follow [user guides](#)
- TIP: If other classes in your school will also be creating class accounts, it is a good idea to agree account names in advance

Now you are ready to publish a collection on People's Collection Wales with your class. In lesson 1 pupils drew a picture of their favourite place in the locality. Using these images you can create a collection about what your pupils like in your area. When they are older they can look back on this and see what was popular in their town at this time. As this was a 'quick draw' activity pupils may want to spend a bit more time on their drawing.

Alternatively, you can create some new drawings on a topic of your choice and upload that project to People's Collection Wales instead.



Task 1

Show the pupils the People's Collection Wales website.

Explain that:

- It is a website packed full of fascinating photographs, documents, videos and stories about the history, culture and people of Wales
- It is a place where all museums, libraries and archives in Wales can share interesting photographs and documents
- It's a great place to learn about history
- They can create their own account and add to the digital history of Wales
- As a class they will be creating a collection using their own drawings



Task 2

Ask the pupils to review the work they did in lessons 1 and 2. In a group discussion ask them to summarise what they learnt about copyright and metadata.



Task 3

If you decide to use the drawings from lesson 1, then the pupils will already have completed the Metadata Template in lesson 2. If you are using new drawings, ask the pupils to complete the Metadata Template, adding the copyright and metadata information for their new drawing. They can look at the Good Metadata Example to help them.

Ask the pupils to scan their drawings to create a digital file which they can upload to the website. Ask the pupils to save their file to an appropriate place so they can find it later (e.g. a project folder on the desktop). At this stage it is important that the pupils use their own work. This is the simplest type of copyright to deal with as they own the copyright. You may choose to use [a poem](#) as Goetre Primary School have done



Task 4

Show the pupils how to upload their images to your school account on People's Collection Wales. Allow each pupil to upload their image and add the copyright and metadata information from their Metadata Template. Explain that it is important that they save the work as draft until the teachers is happy to publish the collection.



Task 5

Review each image and its data with the class before publishing. Follow the steps to create a collection. You can share the collection with other classes in the school, the families and friends of the pupils and anyone else you know!

Metadata Template

Basic Metadata

Title:

Description:

.....

.....

Current Owner:

Original Creator:

Tags:

Copyright Information (Licenses)

Rights Type:

Rights Holder:

Rights Date:

Metadata Template

Descriptions for Teachers

Title: Write *what* here. Keep it short and relevant.

Description: Write *who, what, where* and *when* here. Describe what you can see or hear. It may also help to think about *why* this item is interesting.

Current Owner: The person who owns the work now (e.g. the pupil or the school).

Original Creator: The person who made this creative work (e.g. the pupil).

Tags: Words that you add to your work to help people search for it on the internet.

Rights Type: Usually copyright. Other rights types include performance rights and design rights.

Rights Holder: The person who owns the copyright, this is usually the creator.

Rights Date: The date the work was created.

Good Metadata

Metadata is the information or words used to describe a creative work online. Every image, video, sound recording or document needs metadata. This information will help to group your work with other similar items. Metadata also helps people find your work when they search online.

Who

What

When

Where

Title: Write *what* here. Keep it short and relevant.

Description: Write *who*, *what*, *when* and *where* here. Describe what you can see or hear. It may also help to think about *why* this item is interesting.

Example

Replica Roman Mask

A replica **Roman mask** worn by cavalry during reenactments held at the National Roman Legion Museum. Masks like this were worn by Roman cavalry during displays at places like the **amphitheatre in Caerleon.**



During Saturnalia, **Romans** entertained themselves with dice and games, but also with events like gladiator fighting at the amphitheatre. This object was chosen and photographed by [Somerton Primary School](#) to complement their video about Saturnalia. This was part of the **2016** Kids in Museums Takeover Day at the National Roman Legion Museum, Caerleon.

Lesson 3: Teacher's Checklist

This teacher's checklist will help you assess your pupil's knowledge and skills after they have completed **Lesson 3: Publish your own content with metadata**

Pupil's name:

As part of Lesson 3 the pupil has:

- Reviewed the work they did in lessons 1 and 2
- Taken part in a group discussion on what they have learnt about copyright and metadata
- Explored the People's Collection Wales website
- Created an image in class to upload to People's Collection Wales
- Completed the Metadata Template for their drawing
- Scanned their drawings to create a digital file
- Saved their digital file to an appropriate place so they can find it later
- Uploaded their images to your school account on People's Collection Wales website
- Added copyright and metadata information from their Metadata Template to their image on People's Collection Wales
- Saved their work as draft on People's Collection Wales
- Reviewed each image and its data as a class before publishing it