PCA Calendar Art Contest 2019

Thank you for your interest in participating in the PCA Calendar Art Contest 2019!

It is our mission to engage the *entire PCA community* in creating our very own calendar. A total of 12 art pieces will be chosen to feature in the calendar. We invite you to check out the Contest rules and regulations below and submit your entries before Friday, October 12th!

Please note, you are limited to three (3) entries, and each entry will require you to complete and submit a separate Entry Form. Also, all entries must be in digital format (eg. scans of artwork). Your scanned artwork must meet the minimum size and resolution requirements stated in the official contest rules. Enter your artwork today!

Entry Requirements:

Step 1:

Read the PCA Calendar Contest 2019 Rules and Regulations below and complete the Calendar Contest Entry Form (and Parental Consent Form if applicable).

Step 2:

Save a copy, submit your artwork (in digital format) and your completed Calendar Contest Entry Form (and Parental Consent Form if applicable) to Marketing@pca.ca.

PCA Calendar Contest 2019 Rules and Regulations:

Who can enter the contest?

Artwork must be created by members of PCA community:

- Students
- Alumni
- Parents
- Staff
- Collaboration is allowed e.g. student with parent, classmates etc.

What is the theme?

The theme for this Calendar Art Contest is *Tell a Story.* No matter what role you have or had with PCA, we want to know your perspective, your story.

What can I submit?

1) Photographs (for individual or group contestants age 12 and up)

- A picture is worth a thousand words
- Single picture or stories that "tell a story"
- *Please be aware that the rules for the electronic equipment still abide during the contest. Please see Appendix A for the rules regarding Electronic Equipment*
- *It is the contestants' responsibility to obtain permission to use images of their subjects for publicity purposes*

2) Picture quotes (for all age groups)
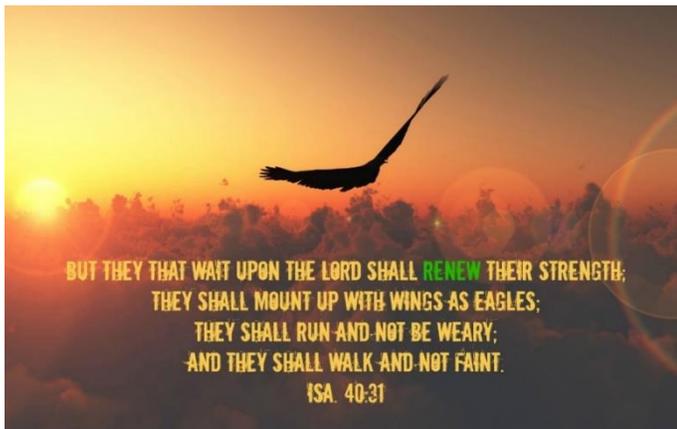
- Bible verses or inspirational quotes with photograph or graphic background

3) Drawings (for all age groups)

- Paintings that "tell a story"
- Sketches of the school
- Pencil, markers, ink, crayon, chalk or pastel drawings are all eligible
- All drawings must be scanned into high-resolution digital files

Technical format of artwork for submission:

- Artwork must be **horizontally** oriented (i.e. landscape)
- Artwork must be high-resolution digital files. Please note that high-resolution digital files will likely be around 2MB - 10MB or 4 MP – 8 MP in size
- Digital files should be 3300 pixels wide by 2550 pixels tall (or 11" x 8.5") at 300 dpi
- For artwork that are selected as winning entries, the high-resolution version of the artwork will be required for reproduction
- Please name the artwork using the following naming protocol:
  last name_first name_entry#.jpeg
  Example: smith_jane_entry1.jpeg
- Artwork must be saved in a **jpeg** file format

A maximum of three (3) entries may be submitted. Please complete a single Entry Form for each of your submissions. The art piece title must be stated or the entry submission will be invalid. Contestants are encouraged to also provide a short story about their artwork, for up to 150 words (optional).

When is the deadline?

The contest opens immediately and **closes on Friday, October 12th, 2018**. To be eligible, entries must be received **no later than** 11:59 PM on the contest closing date.

To win, the selected contestant must comply with the rules. Failure to comply with the rules may result in being disqualified.

Winners will be announced later in November during Chapel time.

Who are the Judges?

The winners will be selected by a panel of PCA judges including the Administration Team and Art teachers.

The artwork will be judged on the following:

- Interpretation of theme
- Concept
- Creativity
- Originality
- Overall design

All decisions of the judging panel are final.

What are the prizes?

12 winning artwork selections will be included in the PCA collectable calendar for 2019.

Important Notes

Artwork must be original work.

All entries become the property of Peoples Christian Academy. PCA accepts no responsibility for lost, delayed, illegible, incomplete, misdirected, damaged or destroyed entries. PCA may terminate or withdraw this contest at any time without prior notice.

By entering this contest, contestants agree with these contest rules and release PCA from any liability resulting from this contest. In addition, each winner agrees to the use of his/her name, and artwork in any publicity carried out by PCA, without compensation.

Copyright Notice

With regard to any artwork submitted to this contest, the owner of the artwork's copyright retains all copyright. By entering this contest, contestants provide PCA with a non-exclusive license to publish, display, reproduce, or modify any artwork submitted. The contestants represent and warrant that you have the right to grant the license set out above.

The copyright holders represent and warrant that submission of the artwork does not breach any law, and further no third party can hold any claims or any objections regarding the rules and regulations stated above. The copyright holders will hold PCA harmless of any claims from third parties related hereto.

What if contestant is under 18?

In the event copyright of any artwork submitted by an eligible contestant under 18 years of age, permission to enter the artwork in the contest, reprint, publish, or otherwise reproduce the images, as described above, must have been obtained, in writing, from the child's parent or guardian prior to entry of the artwork in the contest. Proof of such permission must be provided to PCA as shown on the Parental Consent Form.

Submit your Entry Form, Parental Consent Form (if applicable), and artwork for the 2019 Calendar Art Contest to event@pca.ca**. Please send one single email with your Entry Form(s) and up to three art pieces.**

If you have questions or concerns, please do not hesitate to contact our Advancement Officer, Ms. Catherine Yiu at 416.733.2010 Ext. 303, or cyiu@pca.ca.

<u>Appendix A</u>

Peoples Christian Academy Computer and Network User Contract

<u>Guidelines for the Acceptable Use of PCA Computer Labs and Network</u>

Peoples Christian Academy provides an on-line system and resources for use by faculty and students. On-line resources include all material that is accessed through a computer or the school network. All policies, procedures, codes of behaviour and rules of PCA apply to those using the online system and resources provided by or on behalf of PCA. This Code has been prepared to protect the rights and safety of all. PCA takes appropriate measures to ensure the security of the facilities and information that may be contained in them. PCA reserves the right to monitor the use of on-line resources by all that access the system. Please note a portion of the incidental fee goes towards the general maintenance of the computer labs, software licenses etc…

Personal Safety Rules

1. Never reveal information about your personal identity (such as your name, address, phone number, age, physical description or school) to strangers whom you may encounter on-line. Likewise, do not reveal such information in a public on-line forum where you may not know everyone who might see the information.
2. Never reveal personal information on-line about someone else unless you have their prior permission and you know the information will not be used for harmful purposes. Any form of cyber bullying will not be tolerated.
3. Never reveal your username and password or that of anyone else.
4. Never send a picture of yourself or anyone else over an electronic network without prior informed permission of all the individuals involved and, in the case of minors, their parents or guardians.
5. Immediately report to a teacher of any message or request that bothers you or suggests personal contact.
6. Never publish the specific dates, times and locations of field trips to people who are not directly entitled to such information or to public forums where unknown persons might access the information.
7. Notify the staff supervisor of any security or equipment problems immediately.

8. Always conduct yourself in a mature and responsible manner to ensure that no physical damage is

    caused to anything in the computer labs. (No horseplay).

Unacceptable Sites and Materials:

1. On a global network such as the Internet it is impossible to effectively control the content of the information. On occasion, users of on-line systems may encounter material that is controversial and which other users, parents or staff might consider inappropriate or offensive. It is the responsibility of the individual user not to intentionally access such

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material. If such material is accessed by accident, the incident must be reported immediately to a teacher or appropriate authority.

2. PCA is committed to meeting obligations under the Canadian Charter of Rights and Freedoms and the Ontario Human Rights Code by providing a safe school and workplace that respect the rights of every individual. Discrimination and harassment will not be tolerated. It is not acceptable to use online systems to knowingly access sites, which contain material of discriminatory or harassing nature. Users of the PCA On-line systems will not knowingly access, upload, download, store, display, distribute or publish any information that:

   - is illegal or that advocates illegal acts or facilitates unlawful activity;
   - threatens or intimidates any person or suggests violence, hatred or discrimination toward other people;
   - uses inappropriate and/or abusive language or conduct;
   - contains inappropriate religious or political messages according to PCA principles;
   - violates or infringes the rights of any other person according to PCA policies, Ministry of Education policies, the Ontario Human Rights Code, or the Canadian Charter of Rights and Freedoms;
   - is racially, culturally or religiously offensive according to PCA principles;
   - encourages the use of controlled substances, participation in an illegal act or uses the system to incite criminal actions;
   - is of a defamatory, abusive, obscene, profane, pornographic or sexually explicit nature;
   - contains personal information , images, or signatures of individuals without their prior informed consent;
   - constitutes messages of sexual harassment or which contains inappropriate romantic overtones;
   - advertises to P.C.A. network users on behalf of businesses or any other commercial organization without permission from the proper authorities at P.C.A.;
   - supports bulk mail, junk mail or "spamming", propagates chain letters, or other e-mail debris;
   - attempts to hide, disguise or misrepresent the identity of the sender.

User Guidelines:

All users of PCA on-line systems will do the following:

1. Keep use of on-line services within reasonable limits in terms of time and volume of information transferred through the system. Excessive use of the system may disrupt services for all users (e.g. sending mass mailings of large documents or transferring large files at times of peak system usage).
2. Keep use of printer only in rooms 410 and 411 with teacher's permission.
3. Report to an appropriate authority any harm to the system or to information on the system whether that harm has been caused accidentally or intentionally.
4. All outside devices (USBs, flash drives, CDs, DVDs) and downloaded files must be scanned by anti-virus software.
5. All use of technology on the PCA campus including the internet must be used for educational purposes only.
6. Abide by the rules set out in this contract even when using their own network to access the internet with teacher's permission during the school day.

Printing:

With the purpose of becoming eco-friendly, responsible computer users, all students will begin the year with a printing quota of 50 pages. Additional printouts must be purchased from a Lab Supervisor in the minimum amount of $2.50 for 25 pages.

Prohibited Uses and Activities:

All users of PCA's on-line system will respect the following:

Users will not:

1. Use the computer for non-educational purposes, such as "chatting," playing games, listening to music, accessing social networking websites such as Facebook, YouTube, Blogger and degrading or vandalizing the data of another user or the school's equipment and resources.
2. Copy, download, install or run viruses or other inappropriate or unauthorized materials such as games, files, scripts, fonts, or dynamic link libraries (DLL's) from any source.
3. Cause damage to any computer(s) and/or equipment including, but not limited to computer hardware, furniture, projectors, connectors, keyboards, storage devices (e.g. disk drives), and pointing devices (e.g. mice).
4. Damage or erase files or information belonging to any person without authorization.
5. Use any other person's account on the system.
6. Cause any user to lose access to the system - for example, by disabling accounts or changing passwords without authorization.
7. Open a computer case, move a computer, tamper with computer cables or connections.
8. Attach unauthorized devices to a computer or network. Such devices include but are not limited to portable computers, disk drives, protocol analyzers, and other electronic or mechanical devices. Move, copy, or modify any of the system files or settings on any computer, server or other device without proper authorization.
9. Compromise themselves or others by unauthorized copying of information, work or software belonging to others, encouraging others to abuse the computers or network, displaying, transferring or sharing inappropriate materials. Software pirating and unauthorized copying of material belonging to others is regarded as theft.
10. Copy, transfer or use files, programs or any other information belonging to the PCA for any reason whatever unless the licensing specifically permits such actions.
11. Attempt to subvert PCA's network by breaching security measures, hacking accessing records without authorization or any other type of disruption.
12. Take the ideas, writings or images of others and present them as if they were yours. Under copyright laws, all information remains the property of the creator(s)/author(s) and therefore permission is required for its use. The use of copyright materials without permission can result in legal action.
13. Use the internet without permission during class time unless it is for part of an assignment. This includes e-mail.
14. Download programs or plug-ins for the computer without permission. If, when surfing the internet, a site says that it wants you to download something, you must say no or call the teacher to your computer. No games can be downloaded!
15. Download or upload any copyrighted material, and will not stream videos or music from an illegal source.
16. No food or drinks are allowed in the labs at the computers at any time.

Consequences:

Inappropriate behaviour and use of the computers and network by students may result in disciplinary action that may include loss of privileges, suspension as well as include legal action and/or involvement of police.

On-line Publishing:

Information published on the Internet or Intranet can reach millions of people who are mostly unknown to the original publishers. For this reason, it is important to regulate information that is published through PCA facilities.

1. The electronic publication of information using the facilities of PCA is subject to all PCA policies and guidelines.
2. A means of contacting the publisher of any collection of information (such as a Web site) must be clearly identified on the opening screen of the collection.
3. The information published on-line must be kept current and accurate with no conscious attempt to mislead the reader.
4. Personal information such as personal addresses, phone numbers, individual or group pictures, or signatures cannot be published without express informed permission according to PCA procedures.
5. For the safety of our students, school or departments must NOT publish specific dates, times and locations of future field trips.
6. Advertising on any PCA related electronic publication is subject to the approval of the appropriate supervisory officer.

Liability:

While PCA will endeavor to ensure that students only access appropriate material, the content of many of the available resources is beyond our control. Students must receive permission from the teacher before accessing the Internet. PCA makes no warranties of any nature or kind, expressed or implied, regarding its on-line services or resources, the continued operation of these services, the equipment and facilities used and their capacities, or the suitability, operability and safety of any program or file posted on PCA systems for any intended purpose.

Bring Your Own Device (BYOD) policy:

1. Security and Damages - Responsibility to keep the device secure rests with the individual owner. PCA is not liable for any device stolen or any damages on campus or during any school event. If a device is stolen or damaged, it will be handled through the administrative office similar to other personal artefacts that are impacted in similar situations. It is recommended that skins (decals) and other custom touches are used to physically identify your device from others. Additionally, protective cases for technology are encouraged.

2. Student Code of Conduct – Devices are intended for educational purposes, and may only be used with the permission of a teacher. Devices not be used to engage non-instructional purposes such as phone calls, messaging, emails or social networking during classes or activities and events in the school. Failure to comply may result in immediate confiscation of the device and further discipline, including but not limited to indefinite suspension of a student's BYOD privilege.
3. Privacy – Students may not be used to record, transmit or post photographic images or video of a person, or persons on campus during school hours and school events without consent.
4. File access – Student may only be used to access files on the school network or internet sites which are relevant to the classroom curriculum.
5. Security - Bringing on premises or infecting the network with a virus or program designed to damage, alter, destroy, or provide access to unauthorized data or information is prohibited. Processing or accessing information on school property related to "hacking", altering, or bypassing network security policies is unacceptable and may lead to disciplinary action and police involvement.
6. Printing - Printing directly from personal devices will not be possible at school.
7. BitTorrent (BT, Peer-to-peer file sharing) – Students much disable all BT activities from their devices.
8. **The school has the right to collect and examine any device that is suspected of causing issues of a social nature (e.g., cyber-bullying), or technical problems such as an attack or virus-related infection.**

Adapted from TDSB Online Code of Conduct

Toronto District School Board, *Online Code of Conduct,* www.tdsb.on.ca/AboutUs/PoliciesProceduresForms/OnlineCode ofConduct.aspx

Peoples Christian Academy wishes to express its indebtedness to the Toronto District School Board in the preparation of this contract.