

Mahara: Creating ePortfolios

Through the process of developing and maintaining an ePortfolio using Mahara, students enrolled in the Howard County High School Fine Arts Programs will have the opportunity to join a larger community of artists and professionals. The ePortfolio will provide additional opportunities for students to showcase their original work and communicate with other students in the field of study.

How it Works

Throughout this year, students will develop ePortfolios, which will include artifacts from their fine arts studies. These artifacts include original artworks, compositions, photography, sketchbook pages, presentations, thesis proposals, reflective journals, and artist statements. As students create the ePortfolio, they will have the opportunity to share it with authentic audiences, including peers throughout the county, teachers, mentors/project advisors, and other professionals in the field of study. In this online collaborative community, students may follow friends' portfolios, provide constructive feedback, and engage in countywide discussions. At the end of the year, students will be able to export/download the ePortfolio for viewing on any computer.

Terms and Conditions

Before using *Mahara*, please review the Terms and Conditions provided.

- Only current Howard County Public School System students and staff may access *Mahara*. Opportunities to share portfolios with outside audiences will be provided at a later date.
- No student or other participant may include any information or images on the site that could compromise the safety of him/herself or other online community member. Students should avoid specific comments about location, schedules, phone numbers, etc. If participants wish to contact another student in the online community outside of *Mahara*, they should do so through the student's Fine Arts Resource Teacher.
- HCPSS staff will make every reasonable effort to monitor conduct within *Mahara* in order to maintain a positive learning community. All participants will respect each other's time and efforts by supporting the same positive approach.
- All participants will be respectful in their portfolios and postings. No inappropriate language, personal insults, profanity, spam, racist, sexist or discriminatory remarks, or threatening comments will be tolerated.
- All participants must protect their log-in and password information. If participants suspect that a password has been compromised, he/she must notify the Fine Arts Resource Teacher immediately.
- No participant may share his/her log-in information or protected information about the site with anyone who is not a participant. This includes adding trackbacks or other means by which outsiders can access the site without permission.

- Any participant who is aware of violations of this agreement by others must report these violations to the Fine Arts Resource Teacher or Mahara administrator (Gino Molfino – Visual Art or Rebecca Braukus - Music) immediately both verbally and in writing (email to gino_molfino@hcpss.org or rebecca_braukus@hcpss.org).
- All use of *Mahara* must be in accordance with the Howard County Public School System's Acceptable Use Policy, including entries made from computers outside of school.
- No portfolio or posting may facilitate or promote illegal activity, either overtly or by implication.
- All students and participants must agree to the terms and conditions of this agreement.

Consequences for Violation of Terms and Conditions

Any violation of the above terms and conditions shall result in the student's immediate termination from use of *Mahara*. Additional school-based consequences may also result from the student's actions depending on the particular situation.

Academic Integrity

Work published in a student's ePortfolio should represent a student's original work. Representing the words, ideas, or work of another as one's own constitutes plagiarism. If using work that is not a student's original creation, the student will adhere to the educational fair use guidelines for copyrighted material. Academic integrity violations may result in an Honor Code and/or administrative referral.

I have read and understand the Terms and Conditions for using Mahara, the web-based ePortfolio tool, as well as the statement of Academic Integrity.

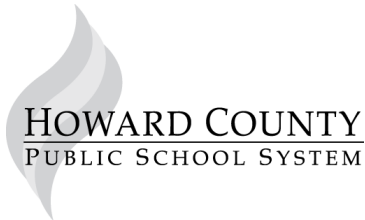
Student Name (Printed)

Student Signature

Date

Parent/Guardian Name (Printed)

Parent/Guardian Signature



***Mahara* Addendum**

This is an addendum to the original *Mahara* Terms of Use and is in place for the 2011-2012 school year.

In this course, students are developing electronic portfolios (ePortfolios) using *Mahara*, a web-based portfolio development tool.

High school students using *Mahara* now have the option to make their pages public to audiences outside of Howard County Public School System. By making the ePortfolio public, various audiences, such as mentors, advisors, college admissions officers, and families, will have the ability to view the work posted by the student within the portfolio. Students will have the ability to determine which pages are made public, as well as for how long they will remain public.

In making the ePortfolio pages public, the students' collections would be searchable through search engines, such as *Google*. Therefore, as outlined in the original Terms of Use, students may not include personal information beyond their name and school. Personal information, including student phone numbers, home addresses, and school schedules, may not be included in the portfolio.

Even if select pages in the ePortfolio are made public, audiences outside Howard County Public School System will not have access to student information, profiles, forum discussions, or other pages that students have chosen not to make public.

When sharing the URL link to a *Mahara* ePortfolio by email, students must copy their teachers on the email message so that they are aware that the portfolio has been shared with an audience outside the Howard County Public School System. If students post their ePortfolio link to another website, the student must share the URL for the website with the instructor.

I have read and understand the Addendum to the Terms and Conditions as it relates to the use of *Mahara*, the web-based ePortfolio tool.

Student Name (Printed)

Student Signature

Date

I give permission for my son/daughter to use the *Mahara* ePortfolio program.

Parent/Guardian Name (Printed)

Parent/Guardian Signature

Date