

[This is a sample written consent form. It is generic, and you should change the content based on the specific user study.]

Consent to Participate in a Study

Today I'll be asking you to participate in a study to understand how you develop, use, or deliver educational materials. Based on this interview, I will work with a team to write anonymized Use Cases that represent Educational experiences with web technology.

Who We Are

My name is [your name], and I'm a volunteer with the The World Wide Web Consortium (W3C)'s Publishing Working Group. This study is part of the work of the Education Task Force.

What the Study Concerns

Our goal is to determine how web standards affect Education and what limitations currently exist that may be presenting obstacles to educators, educational publishers, EdTech companies, et al, in delivering content or services efficiently and at high quality.

What We Will Ask You To Do

I would like to interview you in [location]. The interview will take approximately [time] minutes. I will ask you questions about [topic of user study]. I would also ask you to show us [context, technologies related to the topic].

Risks and Discomforts

I do not anticipate any risks to you from participating in this study other than those of everyday life. You may skip any question if you feel uncomfortable answering it.

Benefits

There are no direct benefits to you from participating in the study. Your input will help us answer the question "What does Education want from the Web?" The Use Cases we develop will be used to make web technologies better.

Data Collection

I will take notes during the study.

Audio Recording: [REMOVE THIS IF YOU DO NOT AUDIO-RECORD THE SESSION]

If you agree, I would also like to audio-record and transcribe the interview. This will make it easier for me during the interview, so that I can better listen to what you say, and it will make it easier for me to do a more accurate analysis later. I will never use the recording for anything except for analyzing the interview, and the recording will be destroyed once I have completed the analysis. If you prefer, you may participate without being recorded.

Please sign below if you are willing to have this interview audio-recorded. You may still participate in this study if you are not willing to have the interview recorded.

I do not want to have this interview recorded. I am willing to have this interview recorded:

Signed: _____

Date: _____

Still Photos: [REMOVE THIS IF YOU DO NOT TAKE PICTURES DURING THE SESSION]

If you agree, I will take photos of artifacts in your environment related to [study topic]. Your face will not be in any of the photos. The photos will allow me to do a more accurate analysis of the interview. I may also use the photos in class assignments and presentations.

Please sign below if you are willing to have still photographs be taken during the study. You may still participate in this study if you do not want pictures to be taken.

I do not want still photographs to be taken.

I am willing to have still photographs be taken.

Signed: _____

Date: _____

Privacy/Confidentiality

I may record names in our personal notes, but these will never be published or reported. Before writing a Use Case, I will replace all names mentioned in the interview with pseudonyms. I will also make anonymous or alter any secondary information that could be used to identify you (e.g., workplace or school.)

Do not share any information that you find private. You may at any time during the interview tell me that certain information must be removed from my notes and/or photographs. The personal notes will be securely stored.

Please note that email communication is neither private nor secure. Though I am taking precautions to protect your privacy, you should be aware that information sent through email could be read by a third party.

Taking Part is Voluntary

Taking part in the study is voluntary, and you can skip any questions that you do not want to answer, and choose whether and for how long you want to participate.

If You Have Any Questions

Please ask any questions you have now. If you have questions later, you can contact me at [email or other contact].

Statement of Consent

I have read the above information, and have received answers to any questions I asked. I consent to take part in the study.

Name (printed):

Signed:

Date:

Person obtaining consent:
