



Teacher/Carer Information Sheet

The title of the research project

SEN wireless controller

Invitation to take part

Your student is being invited to take part in a research project. Before you decide whether or not you would like your student to take part, it is important for you to understand why the research is being done and what it will involve. Please take time to read the following information carefully and discuss it with others if you wish. Ask us if there is anything that is not clear or if you would like more information. Take time to decide whether or not you wish to take part.

Who is organising/funding the research?

I (Mark Schofield) will be organising and managing this research task.

What is the purpose of the project?

The background of this project is to create a solution for the sheiling school to use a wireless and easier input between the user and the controller, currently the solutions available are wired and can confuse users with too many buttons. My aim is to create a wireless solution that users will find manageable compared to more complex controller designs.

Why has my child ward been chosen?

Your student has been chosen because they fit under my age demographic and target user for my research. My target age range is 13 – 25 years old and I'm looking for between 10-30 participants to conduct my research.

Does my child have to take part?

It is up to you to decide whether or not your student takes part. If you do decide that your student can take part, you will be given this information sheet to keep and be asked to sign a parent agreement form. We also ask your student to agree to take part. We want you to understand what your student participation involves before you make a decision on whether or not they can participate.

If you or any family member have an on-going relationship with BU or the research team, e.g. as a member of staff, as student or other service user, your decision on whether or not your student takes part (or continues to take part) will not affect this relationship in any way.

Can my child change their mind about taking part?

Yes, your student can stop participating in the study activities at any time and without giving a reason.

If my child changes their mind, what will happen to their information?

After your student decides to withdraw from the study, we will not collect any further information from or about them.

As regards information we have already collected before this point, their rights to access, change or move their information are limited. This is because we need to manage their information in specific ways in order for the research to be reliable and accurate. Further explanation about this is in the Personal Information section below.

The data taken from this conducted research can be withdrawn at any time.

What would taking part involve?

The participants would need to answer a short survey on previous controllers and how it had affected them.

Will my child be reimbursed for taking part?

The participants will not be compensated for their time.

The parent or legal guardian will also not be compensated.

What are the advantages and possible disadvantages or risks of taking part?

Whilst there are no immediate benefits for your student participating in the project, it is hoped that this work will provide with an overall better solution compared to current SEN controllers, ensuring the Sheiling school students will be able to use a greater designed product for their students.

What type of information will be sought from my child and why is the collection of their information relevant for achieving the research project's objectives?

The only data recorded will be the feedback in relation to the questions, no other personal data will be taken, keeping all feedback anonymous.

Will my child be recorded, and how will the recorded media be used?

There will be audio recordings of your student activities made during the research, this will only be used for analysis and the transcription of the recording(s) for illustration in conference presentations

and lectures. No other use will be made of them without your written permission, and no one outside the project will be allowed access to the original recordings.

How will my child's information be managed?

Bournemouth University (BU) is the organisation with overall responsibility for this study and the Data Controller of your child's personal information, which means that we are responsible for looking after their information and using it appropriately. Research is a task that we perform in the public interest, as part of our core function as a university.

Undertaking this research study involves collecting and/or generating information about your child. We manage research data strictly in accordance with:

- Ethical requirements; and
- Current data protection laws. These control use of information about identifiable individuals, but do not apply to anonymous research data: "anonymous" means we have either removed or not collected any pieces of data or links to other data which identify a specific person as the subject or source of a research result.

BU's [Research Participant Privacy Notice](#) sets out more information about how we fulfil our responsibilities as a data controller and your child's rights as an individual under the data protection legislation. We ask you to read this Notice so that you can fully understand the basis on which we will process your child's personal information.

Research data will be used only for the purposes of the study or related uses identified in the Privacy Notice or this Information Sheet. To safeguard your child's rights in relation to their personal information, we will use the minimum personally-identifiable information possible and control access to that data as described below.

Publication

Your student will not be able to be identified in any external reports or publications about the research without your specific consent all data is held by myself and no one will have access to this. Otherwise their information will only be included in these materials in an anonymous form, i.e. they will not be identifiable.

Research results will be published

Security and access controls

BU will hold the information we collect about your child in hard copy in a secure location and on a BU password protected secure network where held electronically.

Personal Information which has not been anonymised will be accessed and used only by appropriate authorised individuals and when this is necessary for the purposes of the research or another purpose identified in the Privacy Notice. This may include giving access to BU staff or others

responsible for monitoring and/or audit of the study, who need to ensure that the research is complying with applicable regulations.

All data received will be kept anonymous, there is no need to take names, addresses etc the only data gathered is the feedback from the questionnaire.

Sharing and further use of your child's personal information

As well as BU staff and BU students working on the research project, we may also need to share your child's personal information in non-anonymised form with external collaborators or examiners.

Further use of your child's information

The information collected about your child may be used in an anonymous form to support other research projects in the future and access to it in this form will not be restricted. It will not be possible for your child to be identified from this data. Anonymised data will be added to BU's Data Repository (a central location where data is stored) and which will be publicly available.

Keeping your child's information if they withdraw from the study

If your child withdraws from active participation in the study we will keep information which we have already collected from or about them, if this has on-going relevance or value to the study. This may include their personal identifiable information. As explained above, their legal rights to access, change, delete or move this information are limited as we need to manage their information in specific ways in order for the research to be reliable and accurate. However, if you have concerns about how this will affect your child personally, you can raise these with the research team when your child withdraws from the study.

You can find out more about their rights in relation to their data and how to raise queries or complaints in our Privacy Notice.

Retention of your child's data

Project Governance documentation, including copies of the signed parent/guardian agreement forms and assent form: we keep this documentation for a long period after completion of the research, so that we have records of how we conducted the research and who took part. The only personal information in this documentation will be your name and signature and that of your child. We will not be able to link this to any anonymised research results.

Research Results:

During my research study I will be keeping the information we have collected from your student anonymous as an individual. Meaning we will not hold personal information identifiable after having completed the research task.

You can find more specific information about retention periods for personal information in our Privacy Notice.

We keep anonymised research data indefinitely, so that it can be used for other research as described above.

Contact for further information

If you have any questions or would like further information, please contact My supervisor, Dr Ben Thomas

In case of complaints

Any concerns about the study should be directed to Michael Silk, you should contact Michael Silk In the facility of management at Bournemouth University by email to researchgovernance@bournemouth.ac.uk.

Finally

If you decide that your child can take part, you will be given a copy of the information sheet and a signed parent/guardian agreement form to keep.

Thank you.