Centre for
Information Technology
in Education

Empowering Communities and Transforming Learning

Faculty of **Education**
The University of Hong Kong

Intelligent DEsign-Aware Learning analytics empowered 21C L&T System (IDEALS)

Principal Consent Form

20 Aug 2024

Dear Principal,

We are a team of teacher educators and researchers from the Centre for Information Technology in Education (CITE) of the Faculty of Education, the University of Hong Kong to conduct the project "**I**ntelligent **DE**sign-**A**ware **L**earning analytics empowered 21C L&T **S**ystem". The project aims to provide primary and secondary schools with the complete set of tools they need for e-learning design, implementation, assessment and learning-analytics-based feedback support to students, teachers, and school leaders. The goal of this research is to improve the effectiveness of the IDEALS system by understanding how it can be deployed to facilitate students' learning, teachers' professional development and pedagogical innovation in schools.

We would like to invite you and your school to participate in the project. If you agree to participate in the project, we hope you would assist us in the following activities as appropriate:

1. Teacher survey (~20 minutes) on the structure of the IDEALS framework and focus group interviews to collect teachers views for the purpose of refining the framework (~45 minutes each, audio-recorded);
2. Usability survey (~20 minutes) for IDEALS users, including teachers, students and other users, on the functionalities to be evaluated. Some users may also be invited to participate further in a focus group or individual interview (~25 minutes each, audio-recorded) as necessary to gather further feedback;
3. Pre- and post-project online questionnaire surveys for the principal (~20 minutes each) and principal interviews (~45 minutes each, audio-recorded) at the beginning and towards the end of a school year to understand the school's expectations, implementation plans and strategies regarding the IDEALS project, and to find out whether and in what ways the project outcomes meet the expectations;
4. Classroom observations (video-recorded and photo-taking) and focus group interviews with the students involved (~15 minutes each, audio-recorded) and teachers (~45 minutes each, audio-recorded) of the classes that use the IDEALS system. Samples of students' assignments and related artifacts produced will be collected;
5. Pre- and post-project online questionnaire surveys for teachers (~20 minutes each) and focus group or individual interviews with teachers (~45 minutes each, audio-recorded) to collect their experiences of using the IDEALS system, the challenges encountered, and the conditions needed to achieve the intended outcomes;
6. Pre and post-project online questionnaire surveys for students (~20 minutes each) to collect data on how they have made use of the IDEALS functionalities, challenges encountered and suggestions for improvement. Some students may also be invited to

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participate in follow-up individual or focus group interviews if necessary for clarification (~20 minutes each, audio-recorded).

7. Co-design sessions for teachers (~45 minutes each, no recording required. It is expected that there will be 4 sessions held in each school year) to develop school curriculum using the IDEALS system.

The data collected through these activities will be used solely for the purposes of research and system development. To ensure confidentiality, all the data and consent forms will be stored electronically and password-protected. All the hard copies will be stored in locked cabinets. Only members of the research team will have access to the data and forms. All the data will be anonymized for research purposes. The data containing personal identifiers will be destroyed five years after publication of the first research paper based on the data. Anonymized data will be retained indefinitely. Participation in the above-mentioned activities is entirely voluntary and you can choose to terminate your participation anytime without any negative consequences. If you do not agree to being video-recorded or photo-taking, we will arrange for you to be outside the camera view or for your image to be blurred. You have rights to review and erase your photos and part of the entire recordings you are involved in. If you have any questions about this project, please feel free to contact Dr. Rachel KO of the Centre for Information Technology in Education (CITE), at 3917 5113. If you want to know more about your rights as a research participant, please contact the Human Research Ethics Committee of the University of Hong Kong at 2241-5267 (HREC Reference Number: EA230080).

Please complete the reply slip and send it back to Mr. Marvin LIU (phone no.: 2857 8565; email: marvinhf@hku.hk) on or before 28/8/2024. Thank you.

Yours sincerely,

Professor Nancy Law
Principal Investigator
Associate Dean (Research), Faculty of Education
Deputy Director, Centre for Information Technology in Education
The University of Hong Kong

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<u>Reply Slip</u>

I understand the procedures of the research described above and agree that my school will participate in the IDEALS project led by Prof Nancy Law of the Faculty of Education, The University of Hong Kong.

☐ Yes   ☐ No   (Please put a tick as appropriate.)

Name of School: _____

Name of Principal: _____

Signature of Principal:_____

Date: _____

Please complete the reply slip and send it back to Mr. Marvin LIU (email: marvinhf@hku.hk) on or before 28/8/2024. Thank you.