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)

Teacher Consent Form

20 Aug 2024

Dear teacher,

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. Your school has accepted our invitation to participate in the project. We write to invite you to participate in using IDEALS in your teaching, and to participate in the following research activities:

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) on the functionalities of IDEALS from the teacher's perspective. You may also be invited to participate further in a focus group or individual interview (~25 minutes each, audio-recorded) as necessary to collect more feedback from you.
3. Provide access to the teaching and learning data and their analysis of your classes hosted on the IDEALS system.
4. Observations of your classes using IDEALS that you select for the research team—these will be video-recorded and photo-taking. In addition, your help will be requested to arrange for a small group of students to attend a short focus group interview (about 15 minutes, audio recorded), and to attend a debriefing focus group interview for teachers (~45 minutes each, audio-recorded). Assist the research team to collect the samples of students' assignments and related artifacts produced;
5. Pre- and post- online questionnaire surveys (~20 minutes each) and individual or focus group interviews with other teachers in your school who use the IDEALS system (~45 minutes each, audio-recorded) to collect information about your experiences, the benefits and challenges encountered, and suggestions for improvement.
6. Co-design sessions (~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.

Please complete the reply slip and send it back to Mr. Marvin LIU (phone no.: 3917 8565; email: marvinhf@hku.hk) on or before 28/8/2024.. Your support is very much appreciated.

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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in Education

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<u>Reply Slip</u>

I have read the information above and decided to collaborate with Prof Nancy Law of the Faculty of Education, The University of Hong Kong for the **I**ntelligent **DE**sign-**A**ware **L**earning analytics empowered 21C L&T **S**ystem.

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

Name of School: _____

Name of Teacher: _____

Signature of Teacher: _____

Date: _____

Please complete the reply slip and send it back to Mr. Marvin LIU (email: marvinhf@hku.hk) on or before 28/8/2024. Your support is very much appreciated.