

Mr John Gilchrist
Freedom of Information Officer

5 September 2017

Ref: FOI/August 2017/ Digi Research

By email to digiedres1@swansea.ac.uk

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Dear Digi Research

Your request for information received on 2 August 2017 has been dealt with under the provisions of the Freedom of Information Act 2000 (FOIA).

You asked:

I would like to submit a freedom of information request to obtain any **policy** or **guidance document** relating to the use of **non-institutional technologies** for **education** (i.e. for learning, teaching and/or assessment) within your institution. These are technologies that may not be provided, managed, approved or officially supported by the institution, but may be permitted for educational use. These technologies may include apps, open source software, social media sites etc. Within your institution they may be known by other terms such as third-party, cloud services, external or outsourced systems/services.

1. Can you please provide the latest document/s to date the organisation holds? This could be a dedicated policy/guidance document, or may be included within existing texts, such as a social media policy or acceptable use policy (or similar).
2. Please clarify which individual or department is responsible for authorship, and the publication and review dates (if not stated on the documentation).
3. Please state if it is the case that there is no policy and/or guidance in place.
4. If your organisation does not currently have any related policy or guidance document/s, please confirm if such documentation is being considered or developed, by whom (department or individual) and the proposed date of release.

University Response

We have no specific policy or guidance document relating to the use of non-institutional technologies for education. Any app, software or other tool used would need to comply with our Computer Usage Policy, Assessment Guidelines, and copyright/data protection policies.

Our general view is that we would assess each tool in line with our existing policies and on its individual technical merits depending on what it is being used for.

I trust this satisfies your request sufficiently. Under the Freedom of Information Act 2000, you have the right to complain about the University's response to your request for information. If you have such a complaint, you may contact Mrs Teresa Kelly, Clerk to the Board of Governors, Middlesex University, Hendon campus, London NW4 4BT, tel: 020 8411 6018, t.kelly@mdx.ac.uk within 40 days of the date of this letter for a review of the University's decision. If you remain unsatisfied with the outcome of that complaint, you may seek further recourse by lodging an appeal with the Information Commissioner.

Yours sincerely

John Gilchrist
Freedom of Information Officer