**Innovation in technology enhanced learning proposal – additional questions**

**Learning and Teaching Centre additional technical due diligence questions**

*This document is a guide for Learning and Teaching Centre staff. It captures additional technical and data privacy aspects not covered in the Proposal form.*

*Its aim is to aid assessing the possible impact and issues of new technologies and their applications.*

**Technical**

* What support resources exist?
* How is it deployed? (via web, desktop, mobile etc)
* Does the tool have a mobile app?
* Does the tool / technology require embedding in to the LMS? If so, is it provided via HTTPS?
* What browsers and operating systems are supported?
* Does the tool have an API to allow integration with any LMS?
* Is it interoperable with Moodle?
* What output file types are produced?
* Is there a way to share the output file for assessment purposes?
* Are there licensing issues?
* Does the tool allow real-time collaboration?

**Data privacy**

* What student data does the tool request?
* Who has access to the data produced?
* What data does the tool / technology retain after the student stops using the tool and the unit ends?
* Where will assessment records be stored internally?
* What country hosts the servers that the data is stored on?

|  |
| --- |
| **Applicable Policies, Procedures, Guidelines and Local Protocols** |
| * Acceptable Use of IT Policy
* Code of Conduct for All Staff
* Communication Policy
* Computer Use Policy
* Copyright and Moral Rights
* Data Classification Policy and Procedure (to be developed)
* **Data Governance Policy**
* Intellectual Property Policy
* Records and Archives Policy
* **Records Retention and Disposal Schedule**
* Social media policy
* Telecommunications Usage Policy
 |