

PARTICIPANT INFORMATION SHEET: For Digital Citizenship Education Questionnaires



Title of study: Teaching 7-16-year-olds Digital Citizenship in England: What is known, what is being done, what is needed, and why it matters.

Name of principal investigator

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Thank you for your interest in this research study. Before deciding whether to participate, it's important to understand its purpose and what it involves. Please review the information below and if anything is unclear, or if you need more details, please feel free to contact me.

Purpose of the Study:

This research investigates how digital citizenship education (DCE) is being taught to pupils/students aged 7-16-years-old in England. The study seeks to engage with school senior management, teaching professionals and school librarians in Key Stage 2 and Key Stage 3 from both State and Independent/Private school settings. It is proposed that, involving teaching professionals working in this area will offer an insight into current practice and provide valuable recommendations going forward.

It aims to:

- a) Identify how DCE policy and curriculum guidance influences teaching strategies and learning outcomes, who teaches DCE, how it is taught and within which subject areas it is included.
- b) Gather teachers' and school librarians' experiences, insights and observations on DCE, including any observations of outcomes upon students' online behaviours and information seeking habits.
- c) To establish to what extent school librarians are involved in supporting DCE for pupils.

The study will run during the 2024/2025 academic year and will be divided into two stages. Firstly, a headteacher/teacher and separate school librarian questionnaire will establish an overview of the above. Next, a headteacher/teacher and school librarian interview phase will follow up upon the survey responses.

Why have I been invited?

You have been invited to take part in this questionnaire survey as are you are currently a headteacher, teacher or a school librarian who works with pupils between the ages 7-16 in England. You will have been approached to take part in one of three ways, either:

- Via professional association/organisation participant requests
- You are a school librarian or teacher known to me or my supervisor / is in my professional network
- You have been approached via an online school website search that evidences your schools' interest in this area.

Interview/forum participants will be sought separately after the questionnaire phase is completed.

Do I have to take part?

The decision whether or not to take part is entirely yours. If you do decide to take part you will be asked to consent in the online survey platform before you progress to the questions.

Participation in the project is entirely voluntary via an online Qualtrics questionnaire software and you can choose not to participate in part or all of the survey. No personal data is collected as part of the survey therefore your responses cannot be withdrawn from the study at a later stage. You will not be penalised or disadvantaged in any way if you take part or choose not to answer all of the questions. Also, you can choose to take part in the questionnaire with no further obligation to take part in the interview stage.

What will happen if I take part?

Your anonymous responses will be added to other participants responses and will be recorded and analysed to gain an insight into the 7-16-year-olds DCE in England. The information will be collated, reviewed and combined within a doctoral thesis and policy draft document. This will help to understand what is known, what is currently being done, why, and what/if anything further is required.

This will be published as part of a doctoral thesis study process.

What do I have to do?

Headteacher/Teacher participants: If you choose to, you will take part in an anonymous online questionnaire of questions for teaching professionals working with 7-16-year-old pupils/students. This seeks to gather your professional experience, views and insight of DCE in your daily teaching role.

Librarian participants: If you choose to take part you will be asked to complete an anonymous online questionnaire of questions for school librarians working with 7-16-year-old pupils/students. This seeks to explore the role of the school librarian in supporting the school/teachers with DCE for pupils 7-16 years-old in England.

The questionnaires are a combination of multiple choice and text-based responses/answers and should take between 10 - 20 minutes to complete depending on how much additional information you wish to contribute. The questionnaire is accessible via your phone and other digital devices.

What are the possible disadvantages and risks of taking part?

It is not anticipated that there will be discomfort, anxiety or stress caused by taking part in this study. Participation or non-participation is entirely voluntary and will not impact in any way on your position or organisation.

What are the possible benefits of taking part?

As an individual you will not directly benefit from this study in terms of immediate impact; however, you may find reflecting on the survey content useful as an organisation or personally within your practice. Moreover, the combined responses will be carefully considered and used to inform future practice within DCE curriculum and teaching. In addition, it will provide additional information for legislators, policy development and other interested groups interested in DCE educational development.

What will happen when the research study stops?

Data will be kept in a locked filing cabinet, or on a password-protected computer. The data will be stored for a period of ten years as per the University's retention of research data policy. They will then be destroyed by deleting the electronic copies and shredding the paper copies.

Will my taking part in the study be kept confidential?

Analysis and discussions will be undertaken solely by Petra Killoran (Researcher) Professor Jane Secker (Project Supervisor) and Dr. Minna Vuohelainen (Project Supervisor). Data will be kept in a locked filing cabinet, or on a password-protected computer for ten years, and will be destroyed after this date. Any data, such as emails of those volunteering for the interview phase, through which respondents may be identified individually, will not be used verbatim in any reports or subsequent publications. Respondents' names or locations will not be used in any instance.

What should I do if I want to take part?

If you wish to take part, access the poll and questionnaires via the supplied links/method, read the information page/poster/instructions and begin process. You will be guided through each step by the online software.

What will happen to results of the research study?

The study results will form part of a research project in understanding and enhancing digital citizenship teaching and learning. Any published or presented results of the study will not identify any individuals, organisations or locations and confidentiality will be maintained throughout. To receive notification of the study online publication, please inform Petra Killoran and provide an up-to-date email address. The study will also be published by December 2027 on the [City Research Online](#) site and on [Humanities Commons](#).

What will happen if I do not want to carry on with the study?

Unfortunately, any online questionnaire responses are anonymous so the data cannot be withdrawn as it is unidentifiable, so, please ensure you are sure you wish to take part in the study.

If you decide to take part in the later interview stage you are still free to withdraw at any time and without giving a reason before the data has been anonymized in preparation for being written up for publication (this process will be deemed to have begun on 1st January 2026).

Who has reviewed the study?

This study has been approved by City St George's University of London MCCI Research Ethics Committee.

ETHICS REC: ETH2223-2034 01/09/2023

If you would like more information before you decide to take part, please contact Petra Killoran (Researcher) Petra.Killoran@city.ac.uk, Professor Jane Secker jane.secker@city.ac.uk or Dr Minna Vuohelainen minna.vuohelainen@city.ac.uk (Supervisors)

Data Protection Privacy Notice: What are my rights under the data protection legislation?

City St George's University of London is the data controller for the personal data collected for this research project. Your personal data will be processed for the purposes outlined in this notice. The legal basis for processing your personal data will be that this research is a task in the public interest, that is City St George's University of London considers the lawful basis for processing personal data to fall under Article 6(1)(e) of GDPR (public task) as the processing of research participant data is necessary for learning and teaching purposes and all research with human participants by staff and students has to be scrutinised and approved by one of City St George's Research Ethics Committees.

For more information, please visit www.city.ac.uk/about/city-information/legal

What if I have concerns about how my personal data will be used after I have participated in the research?

In the first instance you should raise any concerns with the research team, but if you are dissatisfied with the response, you may contact the Information Compliance Team at dataprotection@city.ac.uk or phone 0207 040 4000, who will liaise with City St George's Data Protection to answer your query.

If you are dissatisfied with City St George's response you may also complain to the Information Commissioner's Office at www.ico.org.uk

What if there is a problem?

If the research is undertaken in the UK if you have any problems, concerns or questions about this study, you should ask to speak to a member of the research team. If you remain unhappy and wish to complain formally, you can do this through City St George's complaints procedure. To complain about the study, you need to phone 020 7040 3040. You can then ask to speak to the Secretary to Senate Research Ethics Committee and inform them that the name of the project is: ***Teaching 7-16-year-olds Digital Citizenship in England: what is known, what is being done, what is needed, and why it matters.***

You can also write to the Secretary at:

Annah Whyton
Research & Enterprise Office
City St George's University of London
Northampton Square
London, EC1V 0HB
Email: senaterec@city.ac.uk

City St George's holds insurance policies which apply to this study. If you feel you have been harmed or injured by taking part in this study you may be eligible to claim compensation. This does not affect your legal rights to seek compensation. If you are harmed due to someone's negligence, then you may have grounds for legal action.

Thank you for taking the time to read this information sheet.

***Petra Killoran – Attach to invitations to School Management/Teaching/Librarian professionals or provide a link/QR code to this information for participants to access.**