

# ual:

## Use of non-UAL digital platforms in learning and teaching

This guidance provides advice for course teams on the use of non-UAL digital platforms in learning and teaching activities.

It is important that digital platform decisions are based on the ability to achieve learning outcomes and meet data protection requirements in addition to any functionality needs. Non-UAL digital platforms should not be selected based on specific functionality alone where recommended UAL digital learning platforms allow the learning outcomes to be met.

### What are non-UAL digital platforms?

Non-UAL digital platforms	UAL digital learning platforms
External services such as Zoom, Padlet, Mentimeter, Slack and Wordpress.com, where the University has no formal relationship.	Platforms hosted and administered by the University, including Moodle, Workflow and myblog.  Externally hosted platforms such as Collaborate Ultra, Turnitin and Microsoft Office 365 where the university has a contract with the provider.

### Summary

1. Non-UAL digital platforms can be used in some teaching and learning activities but not in others.
  - a. They can be used for **content** and for **formative** learning activities in certain circumstances.
  - b. They must **not** be used for course **communication, live teaching** sessions or **summative** assessments.
2. Data protection & information security are key considerations and course teams must follow UAL guidance on Information Management<sup>1</sup>.
3. Course teams should help students make informed decisions on their use of digital platforms.
4. There is no digital learning support available for the use of non-UAL digital platforms.

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<sup>1</sup> See 'Records Management and Information Governance' on Canvas:

<https://canvas.arts.ac.uk/sites/explore/SitePage/45194/records-management-and-information-governance>

## Using Non-UAL digital platforms in courses

Staff can ask students to use non-UAL digital platforms for some course activities but not for others.

### Appropriate Uses

1. Directing students to **content** on non-UAL digital platforms is acceptable.

**Example:**

Recommending YouTube videos for students to watch or sharing resources on Padlet for students to access.

2. Use of non-UAL platforms can be encouraged for **formative** learning activities. If the platform collects personal data (data that identifies someone such as their name or email address) students must be provided with the option of using a UAL digital learning platform. Course teams should help students make informed decisions on their use of non-UAL digital platforms, considering issues such as data privacy and ownership.

**Examples:**

Using a polling tool such as Mentimeter is acceptable if no personal data is collected.

Asking students to create a website using either a non-UAL digital platform or a UAL digital learning platform is acceptable as students have a choice.

Asking students to use a specific external platform such as Wordpress.com would not be acceptable as the University cannot *require* students to share personal data with non-UAL digital platforms.

### Unacceptable Uses

1. Non-UAL platforms must not be used for **summative** assessments. Assignments must be submitted on UAL platforms.
2. All course **communication** must be done using UAL platforms & UAL email addresses. Non-UAL digital platforms must not be used for essential course communication from staff.
3. Non-UAL platforms should not be used for a **live** teaching sessions or tutorials. Only Collaborate Ultra & Microsoft Teams can be used for live sessions.

### Data Protection

Course teams should make students aware of the implications of using non-UAL digital platforms, particularly in relation to personal data.

Although personal use of non-UAL digital platforms can be encouraged, students cannot be required to use a non-UAL digital platform as part of their course when personal data is involved without a Data Protection Impact Assessment (DPIA).

Live teaching sessions should take place using Blackboard Collaborate Ultra or Microsoft Teams and no other platform, as these are already covered by a processing agreement with UAL. Recordings are visible to participants and each participant has the option of turning off their video and microphone if they don't want their personal data to be recorded. Other similar platforms such as Zoom should not be used due to potential data protection and information security issues.

## Further Guidance

- Contact your College digital learning staff for further guidance on selecting appropriate platforms and for support using UAL's digital learning platforms. See [Digital Learning](#) on Canvas.
- Contact your Local Information Manager (LIM) for guidance on Data Protection & Information Management. See [List of LIMs](#) on Canvas.



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