

Supporting Child Interaction in Digital Music Composition **Adult Information Sheet & Privacy Notice**

Your child is invited to take part in research towards supporting music education using technology. Before you decide, it is important for yourself and your child to understand why the study is being done and what it will involve. Please read the following information carefully and if you have any queries or would like more information please contact the following:

Principal Researcher

Corey Ford
UWE CT Lab
corey2.ford@live.uwe.ac.uk

Project Supervisor

Dr Chris Nash
UWE CT Lab
chris.nash@live.uwe.ac.uk

Ethics Approval

The project has been reviewed and approved by the University of the West of England University Research Ethics Committee. Any comments, questions or complaints about the ethical conduct of this study can be addressed to the Research Ethics Committee at the University of the West of England at: researchethics@uwe.ac.uk

What is the aim of the research?

This research aims to support children in music composition through the use of computer software. Named Codetta, the software enables children to create music by connecting together colourful puzzle-shaped pieces.

To help achieve our aim we will be asking your children to use Codetta to create their own music whilst gathering a log of what they pressed within the software. Furthermore, your child will be given a short questionnaire to gather their opinions of Codetta and their musical background.

All data will be anonymised **7 days after the researchers visit**, with it being impossible for the researcher to identify your child from their responses after this point. The results of the study will be analysed and written within a masters' level dissertation, and possibly conference papers or peer-reviewed academic papers.

Why has my child been invited to take part?

As researchers, we are interested in gaining information about your child's opinions of using Codetta in the classroom. Hence, the questionnaire will be used to gather information about their musical background and subjective experience.

Furthermore, we are interested in how children will interact with Codetta to construct their compositions. Hence, we will collect interaction data of how they used the software. For example, if your child added a block and then pressed play the researcher would receive the following:

<i>Date/timestamp</i>	<i>x</i>	<i>y</i>	<i>description</i>
2010-10-10 12:03:15,	0,	16,	Block Selected
2010-10-10 12:03:15,	40,	24,	Block Dragged
2010-10-10 12:03:21,	2,	2,	Play button pressed

Consequently, the researchers will also have access to your child's final composition – which will be listened to by both the researchers and other people.

Does my child have to take part?

No! Your child's data will only be collected if you decide whether or not to give consent. If you do decide to give consent, you be asked to sign a consent form (attached) and retain the information on this sheet. Alternatively, you can give your consent online using the link provided on the covering letter. You can also withdraw your child from the research at any time without giving a reason **within 7 days after the researchers visit**. If you want to withdraw your child from this study within this period, please write to Corey Ford (corey2.ford@live.uwe.ac.uk). Deciding not to take part or to withdraw from the study does not have any penalty for your child nor yourself.

If my child takes part what will they have to do?

If you consent for your child to take part in the research, they will be taught the basics of using Codetta, be asked to create their own jingle and then answer a short questionnaire. An indicative breakdown is provided below:

Time Allotted	Description
2 mins	Children are introduced to the interface and shown how to play a single note with Codetta.
3 mins	Children replicate this themselves.
5 mins	Children are introduced to the repeat blocks, tempo changer, multiple instruments, and copy/paste.
5 mins	Children try to replicate this themselves.
15 mins	Children are asked to create their own short music composition centred around concept they are currently also learning. The session may be interspersed with the introduction of more features if appropriate.
15 mins	Children are asked to complete a short questionnaire.

What are the benefits of taking part?

By consenting for your child to take part you will be helping to better understand how technology can support music education and help influence future recommendations towards this.

What are the possible risks of taking part?

We do not foresee or anticipate any significant risk to your child taking part in this study. If, however, they feel uncomfortable at any time they can request for the activity to stop. Alongside their current classroom teacher (who will be present), the research team are experienced in conducting research, working with children, and are sensitive to the subject area. The taught session, computer software and questionnaire have been designed with these considerations in mind.

What will happen to your information?

All information we receive from your child will be kept confidential and completely anonymised. *The only personal information collected is your child's name (anonymised 7 days after the researchers visit) and age.* All data will be stored in the UK using the University of The West of England's One Drive service. Hard copy research material (such as the questionnaire) will be digitized and placed in the same location, with the hard copy being destroyed. Thus, it will be ensured that there is no possibility of identifying or re-identifying your child from the data **7 days after the researchers visit**. The data will be completely destroyed on the **10th of September 2020**.

Where will the results of the research study be published?

The results of the study will be analysed and written within in a masters' level dissertation and may be used in conference papers and peer-reviewed academic papers. A short summary of the results will be condensed into a child-readable format and given back to your child before the summer.

What if something goes wrong?

Any queries and/or complaints will be handled by contacting the project supervisor in the first instance: **Chris Nash** (chris.nash@live.uwe.ac.uk).

What if I have more questions or do not understand something?

If you would like any further information about the research, please contact in the first instance: **Corey Ford** (corey2.ford@live.uwe.ac.uk).

Privacy Notice for Research Participants

1. Purpose of the Privacy Notice

This privacy notice explains how the University of the West of England, Bristol (UWE) collects, manages and uses you/your child's personal data before, during and after participation in "Supporting Child Interaction in Digital Music Composition".

'Personal data' means any information relating to an identified or identifiable natural person (the data subject). An 'identifiable natural person' is one who can be identified, directly or indirectly, including by reference to an identifier such as a name, an identification number, location data, an online identifier, or to one or more factors specific to the physical, physiological, genetic, mental, economic, cultural or social identity of that natural person.

This privacy notice adheres to the General Data Protection Regulation (GDPR) principle of transparency. This means it gives information about:

- How and why your data will be used for the research;
- What your rights are under GDPR; and
- How to contact UWE Bristol and the project lead in relation to questions, concerns or exercising your rights regarding the use of your personal data.

This Privacy Notice should be read in conjunction with the Participant Information Sheet and Consent Form provided to you before you agree to take part in the research.

2. Why are we processing you/your child's personal data?

UWE Bristol undertakes research under its public function to provide research for the benefit of society. As a data controller we are committed to protecting the privacy and security of you/your child's personal data in accordance with the (EU) 2016/679 the General Data Protection Regulation (GDPR),

the Data Protection Act 2018 (or any successor legislation) and any other legislation directly relating to privacy laws that apply (together "the Data Protection Legislation"). General information on Data Protection law is available from the Information Commissioner's Office (<https://ico.org.uk/>).

3. How do we use your/your child's personal data?

We use your/your child's personal data for research with appropriate safeguards in place on the lawful bases of fulfilling tasks in the public interest, and for archiving purposes in the public interest, for scientific or historical research purposes.

We will always tell you about the information we wish to collect from you and how we will use it. We will not use you/your child's personal data for automated decision making about you or for profiling purposes.

Our research is governed by robust policies and procedures and, where human participants are involved, is subject to ethical approval from either UWE Bristol's Faculty or University Research Ethics Committees. This research has been approved by UWE's Faculty Research Ethics committee (reference number: **FTT.19.11.016**). Queries, comments or complaints can be sent to: researchethics@uwe.ac.uk. The research team adhere to the **Ethical guidelines of the British Educational Research Association (and/or the principles of the Declaration of Helsinki, 2013) and the principles of the General Data Protection Regulation (GDPR)**.

For more information about UWE Bristol's research ethics approval process please see our Research Ethics webpages at: www1.uwe.ac.uk/research/researchethics.

4. What data do we collect?

The data we collect will vary from project to project. Researchers will only collect data that is essential for their project. The specific categories of personal data processed are described in the Participant Information Sheet provided to you with this Privacy Notice.

Appendix D

5. Who do we share your and your child's data with?

We will only share your personal data in accordance with the attached Participant Information Sheet and your Consent.

6. How do we keep you and your child's data secure?

We take a robust approach to protecting you/ your child's information with secure electronic and physical storage areas for research data with controlled access. If you or your child are participating in a particularly sensitive project UWE Bristol puts into place additional layers of security. UWE Bristol has Cyber Essentials information security certification.

Alongside these technical measures there are comprehensive and effective policies and processes in place to ensure that users and administrators of information are aware of their obligations and responsibilities for the data they have access to. By default, people are only granted access to the information they require to perform their duties. Mandatory data protection and information security training is provided to staff and expert advice available if needed.

7. How long do we keep your/ your child's data for?

Your personal data will only be retained for as long as is necessary to fulfil the cited purpose of the research. The length of time we keep your personal data will depend on several factors including the significance of the data, funder requirements, and the nature of the study. Specific details are provided in the attached Participant Information Sheet. Anonymised data that falls outside the scope of data protection legislation as it contains no identifying or identifiable information may be stored in UWE Bristol's research data archive or another carefully selected appropriate data archive.

8. You and your child's rights and how to exercise them

Under the Data Protection legislation you and your child have the following **qualified** rights:

- (1) The right to access your personal data held by or on behalf of the University;
- (2) The right to rectification if the information is inaccurate or incomplete;
- (3) The right to restrict processing and/or erasure of your personal data;
- (4) The right to data portability;
- (5) The right to object to processing;
- (6) The right to object to automated decision making and profiling;
- (7) The right to [complain](#) to the Information Commissioner's Office (ICO).

Please note, however, that some of these rights do not apply when the data is being used for research purposes if appropriate safeguards have been put in place. We will always respond to concerns or queries you may have. If you wish to exercise your rights or have any other general data protection queries, please contact UWE Bristol's Data Protection Officer (dataprotection@uwe.ac.uk).

If you have any complaints or queries relating to the research in which you are taking part please contact either the research project lead, whose details are in the attached Participant Information Sheet, UWE Bristol's Research Ethics Committees (research.ethics@uwe.ac.uk) or UWE Bristol's research governance manager (Ros.Rouse@uwe.ac.uk).

Please return this page to the classroom teacher a.s.a.p.

Supporting Child Interaction in Digital Music Composition
Adult Consent Form

This consent form will have been provided to you alongside (a digital copy of) the Participant Information Sheet. Please ensure that you have read and understood the information contained in the Participant Information Sheet and asked any questions before you sign this form. Alternatively, this sheet can be signed digitally using the link provided on the covering letter.

Similarly, your child will be given a ‘child-friendly’ info sheet with consent terms attached (to be returned to the classroom teacher also)! This has been sent out digitally and your child will be given the opportunity to complete this during classroom time.

If you or your child have any questions, please contact a member of the research team:

Principal Researcher: Corey Ford (corey2.ford@live.uwe.ac.uk)
Project Supervisor: Chris Nash (chris.nash@uwe.ac.uk)

If you are happy to consent to your child’s data being collected, please sign and date the form.

- I have read and understood the information in the Participant Information Sheet which I have been given to read before asked to sign this form;
- I have been given the opportunity to ask questions about the study;
- I have had my questions answered satisfactorily by the research team;
- I agree that anonymised data may be used in publications/dissertations;
- I understand that my child’s participation is voluntary and that I am free to withdraw my consent at any time until the data has been anonymised, without giving a reason;
- I agree for my child to take part in the research;

Child’s Name (Printed).....

Parent/Guardian’s Name (Printed).....

Parent/Guardian’s Signature..... **Date**.....

Supporting Child Interaction in Digital Music Composition

Child Information Sheet

You are invited to take part in a research study!



What is a study?

A study is what researchers do when you want to learn about something or discover something new.

Why is the study being done?

We are doing this study to see how we can help children (like you) write their own music and learn about it in the classroom.



What will happen to me if I take part?



1) If you are able, you will be asked to write your name on a form at the end of this booklet

This is to say that you understand the study and what will happen. You will be able to keep this information and only have to return the attached slip.

2) You will be taught how to use a new computer program called Codetta

Codetta lets you make music by joining together puzzle pieces (a picture is shown below). If you have used Scratch, it is very similar! Instructions on how to use it are written inside the program!





3) You will be asked to write a small piece of music

Once you are comfortable with using Codetta, you will be asked to write your own piece of music from the lessons you learnt!



4) We will see what you click on in Codetta

Every time you click on something in Codetta, the researcher will see what you have done to help them understand how you use the computer. For example, if you pressed play at 2 O' Clock the researcher would know *"at 2 O' Clock play was pressed"*.



5) You will be asked to tell us what you think of Codetta

At the end we want to know how it went. We will give you a short set of questions so that you can tell us what you think, and ask you about how much you already knew about music.

Do I have to say yes?

No – not at all. It's up to you!
Just say if you don't want to join in. Nobody will mind.

If you change your mind, that is ok as well!

Let us know **within 7 days after completing the study**. After this day, it will impossible to tell your responses from the other children.



What shall I do now?

Now you know about the study, you need to think if you want to join in.



What will happen to my data?

The only personal information we ask for is your name and age. However, your name will be changed to a number **7 days after completing the study**. This means the researcher won't be able to tell your answers (and music) were provided by you after this date. Everything you do will not be shared with anyone other than the researcher (though other people will listen to your compositions) and will be completely destroyed **on the 10th of September**.

Who can I ask about this?

Your parents (or guardian) have been given lots of information but if you have any questions you can ask your parents or teacher to send an email to: corey2.ford@live.uwe.ac.uk.

Also, feel free to ask your parents to call the researcher: 07834244736.

Will the study be good or bad for me?

We hope that this study is good, and that you have lots of fun making music. Also, the data you give may help us recommend ways to make music lessons better.

Please answer the questions online to give your consent!

Thank you very much for taking time to read this. Please ask any questions if you need to.

Online, the children had to answer yes to all of the following sentences:

- Has someone explained the study to you (parent/researcher)?
- Have you asked all the questions you want to?
- Have you had your questions answered in a way you understand?
- Do you understand it is OK to stop taking part at any time?
- Are you happy to take part?

Appendix D

Expert Judges Information Sheet & Privacy Notice

You are invited to take part in research towards supporting music education using technology. Before you decide, it is important to understand why the study is being done and what it will involve. Please read the following information carefully and if you have any queries or would like more information please contact the following:

Principal Researcher Corey Ford UWE CT Lab corey2.ford@live.uwe.ac.uk	Project Supervisor Dr Chris Nash UWE CT Lab chris.nash@live.uwe.ac.uk
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Ethics Approval

The project has been reviewed and approved by the University of the West of England University Research Ethics Committee. Any comments, questions or complaints about the ethical conduct of this study can be addressed to the Research Ethics Committee at the University of the West of England at: researchethics@uwe.ac.uk

What is the aim of the research?

This research aims to support children in music composition through the use of computer software. Named Codetta, the software enables children to create music by connecting together colourful puzzle-shaped pieces.

To help achieve our aim we will be asking you to fill in one questionnaire per composition, written by a child (aged 6-11) using Codetta.

All data will be anonymised at the start of the study, with it being impossible for the researcher to identify yourself from your responses. The results of the study will be analysed and written within a masters' level dissertation, and possibly conference papers or peer-reviewed academic papers.

Why have I been invited to take part?

As researchers, we are interested in gathering expert opinions on the level of creativity present in each children's composition created with Codetta. Hence, as an individual with expertise in music, you have been selected. The questionnaire issued to yourself will be used to collect your valued judgments for each child's composition.

Do I have to take part?

No! If you do want to take part, you are asked to provide consent below. To withdraw from the research at any time without giving a reason up until 24th of May 2020. If you want to withdraw from this study, please write to Corey Ford (corey2.ford@live.uwe.ac.uk). Deciding not to take part or to withdraw from the study does not have any penalty. All data will be destroyed on the 10th of September 2020.

If I take part, what will I have to do?

One by one you will listen to approximately 30 compositions written by children using Codetta. For each composition, you will complete a Likert scale survey (1-5) assessing how creative you believe the composition to be. Each composition is roughly under one minute long. Your judgement will be solely based upon what you hear.

What are the benefits of taking part?

By consenting, you will be helping researchers better understand how technology can support music education and help influence future recommendations towards this.

What are the possible risks of taking part?

We do not foresee or anticipate any significant risk of taking part in this study. If you feel uncomfortable at any time you can request for the activity to stop.

What will happen to your information?

All information we receive from you will be kept confidential and remain completely anonymised from the start of the study. No personal data will be collected. The questionnaires will be completed using hard copy printouts. The results will be digitized and stored in the UK using the University of The West of England's One Drive service – through Qualtrics. It will be ensured that there is no possibility of identifying or re-identifying yourself from the data after the 24th of May 2020. The data will be completely destroyed on the 10th of September 2020.

Where will the results of the research study be published?

The results of the study will be analysed and written within a masters' level dissertation and may be used in conference papers and peer-reviewed academic papers.

What if something goes wrong?

Any queries and/or complaints will be handled by contacting the project supervisor in the first instance: Chris Nash (chris.nash@live.uwe.ac.uk).

What if I have more questions or do not understand something?

If you would like any further information about the research, please contact in the first instance: Corey Ford (corey2.ford@live.uwe.ac.uk). Feel free to ask questions on the day of the study also.

Consent

Please ensure that you have read and understood the information above and asked any questions before you sign this form. If you have any questions, please contact a member of the research team.

If you are happy to consent to your data being collected, please sign and date using the boxes below.

- I have read and understood the information in the Participant Information Sheet (info above) which I have read before signing this form;
- I have been given the opportunity to ask questions about the study;
- I have had my questions answered satisfactorily by the research team;
- I agree that anonymised data may be used in publications/dissertations;
- I understand that my participation is voluntary and that I am free to withdraw my consent at any time until the data has been anonymised, without giving a reason;
- I agree to take part in this research;

Appendix D

This survey is to be completed by a child, after using Codetta!
It can be completed on a computer, or using a phone/tablet.

What is your full name?

What is your age?

These first set of questions are about you.

	Not at all confident	A little bit confident	Somewhat confident	Mostly confident	Super confident
These statements replaced the Goldsmiths MSI measures (Müllensiefen <i>et al.</i> ,	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

The next questions are about Codetta.

Post-Task Questionnaire (Actual)

	Strongly disagree	Disagree	Neither	Agree	Strongly agree
I had to plan before writing my music.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I can make the music I want with a small number of blocks.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
It was easy to understand what each block was for.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I understood that similar looking blocks did similar things	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
It was easy to see and find parts of my music	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I had to think really hard when writing my music	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I could customise Codetta to make it my own	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

And finally...

	Never	A little bit	Sometimes	Most of the time	All of the time
I would use Codetta again	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Please write any extra comments you would like to give the researcher here!