

## Learning Analytics Center Privacy Policy

The following material is published in accordance with the policy adopted by the Kyushu University Faculty of Arts and Science Ethics Committee.

1) Lead Researcher and collaborators

Faculty of Arts and Science Professor Shin'ichi Konomi

Research collaborators are listed in Table 2

2) Period of the experiment

Heisei 26 October – Heisei 31 March (planned)

3) Contents of the experiment

The following information is recorded in order to analyze the learning and teaching activities of Kyushu University students and teachers.

1. Digital textbooks
2. Wireless LAN access information
3. e-Learning System
4. e-Portfolio System
5. Call System
6. Academic information (syllabus, course information, grades)

As the collected data is compiled from private information about particular individuals, please only collect logs from users who have given their consent following a thorough explanation of the subject of the research. In addition, the original data obtained from each sensor (the primary data) is limited to participating members of this research project.

However, statistical data obtained from original data may be converted into a format in which individual users cannot be identified (secondary data). In such cases, this data may be converted into open data and used as secondary data.

Details concerning the treatment of individual information relating to this experiment are outlined in Table 1, below.

4) Regarding the outside provision of individual information

With the exception of the following circumstances, the Learning Analytics Center will not distribute information externally

1. When the individual provides their consent
2. When required by law
3. When used for academic research
4. Collaborating organizations who have subscribed to our confidentiality agreement and contractors and affiliated companies who have been contracted (hereafter referred to as [Contractor])

5. In the event that separately defined criteria are met.

5) On the storage and management of personal information collected  
Management personnel will properly manage all personal information collected. In addition, we will strive to protect individual information by implementing appropriate safety measures in order to prevent the external distribution of individual information, the loss or destruction of information, and to protect information against risks such as tampering and unauthorized external access.

Individual information is used to the extent necessary for the contractor to carry out their business. In such instances, we will endeavor to prevent data leakages and the re-distribution of information by obtaining a confidentiality agreement from the contractor.

6) Notice of announcement method and method of participation

We will hold a briefing session. In addition, the privacy policy outlined above will be posted to the following HP.

<http://lac.kyushu-u.ac.jp>

7) Contact

Learning analytics center, Faculty of Arts and Science

[m2b-office@artsci.kyushu-u.ac.jp](mailto:m2b-office@artsci.kyushu-u.ac.jp)

092-802-5857

8) Procedure for amending the privacy policy

To amend this privacy policy, please update the contents described in the HP above.

Table 1: Policy for handling of personal information

Source of personal information collected	Digital textbook	Moodle	Mahara	Academic information system etc.
Purpose of research	To collect information on the classes taken by Kyushu University students and their daily learning activities • This information is recorded and analyzed to improve lectures and lesson materials, to create a better understanding of students' current level of learning, and to analyze the role of teachers • This is used for student feedback.			
Data collected (Primary data) (Information recorded)	Operation record of digital textbook (page navigation and marking), user information, time information	Quizzes, attendance, report submissions etc.	User journals	Course information for each user, utilization in the classroom, timetable information, syllabus information etc.
Scope of individuals recorded	Those who have installed digital textbook software on PC notebooks or portable devices.	Those registered for classes using Moodle	Those registered for classes using e-Portfolio	Those enrolled at Kyushu University
Common methods of data collection	Hold briefing sessions, share information via the webpage, and establish an administrator (support desk).			
How to obtain consent from those collecting data	Explain to the user collecting the data, and obtain their consent.			

Storage location of primary data	The learning support system managed by Kyushu University
Scope of access to primary data	Data access is restricted to those listed as researchers in the researcher list (Table 2)
Storage period of primary data	10 years
Disposal of primary data	<p><b>【Consent】</b> Erase after the accumulation period has elapsed. Primary data will also be erased if requested by a user during the accumulation period.</p> <p><b>【Non-consent】</b> Erase after the primary data accumulation period has elapsed. Primary data is not analyzed during the primary data accumulation period.</p>
Provision of primary data to third-parties and other uses of primary data	None (However, in accordance with legal regulations, for example to protect somebody's life or property, primary data may be provided to third parties or used for purposes other than those outlined above).
How to utilize primary data (purposes of using primary data)	Primary data is used to analyze students' current level of revision preparation. It is also used to analyze students' comprehension of the lesson, and to measure their level of achievement against the lesson's objectives. Secondary data is generated from the analysis of data collected from various sources (such as the individual, the faculty department, or the course itself) in such a way that individuals cannot be identified.
Storage location of secondary data	The learning support system managed by Kyushu University
Storage period of secondary data	10 years after the publication of the research (or 10 years after the research has been completed, in the event that the research is not published).
Disposal of secondary data	None
How to utilize secondary data	Used for annual statistical comparative analyses.

## Research collaborators

Table 2: Researcher list (Education Big Data project)

As of October 1st 2018

Shin'ichi Konomi (Lead Researcher)	Kyushu University Faculty of Arts and Science (Professor)
Masanori Yamada	Kyushu University Faculty of Arts and Science (Associate Professor)
Yuki Yamada	Kyushu University Faculty of Arts and Science (Associate Professor)
Tsuyoshi Okamoto	Kyushu University Faculty of Arts and Science (Associate Professor)
Kentaro Kojima	Kyushu University Faculty of Arts and Science (Associate Professor)
Kohei Hatano	Kyushu University Faculty of Arts and Science (Associate Professor)
Kaori Tamura	Kyushu University Faculty of Arts and Science (Research Associate Professor)
Min Lu	Kyushu University Faculty of Arts and Science (Research Associate Professor)
Kazuhiro Yasunaga	Kyushu University Admission Center (Associate Professor)
Koji Okamura	Kyushu University Research Institute for Information Technology (Professor)
Yoshihiro Okada	Kyushu University Innovation Center for Educational Resource (Professor)
Misato Oi	Kyushu University Innovation Center for Educational Resource (Associate Professor)
Masayuki Takeda	Kyushu University Graduate School and Faculty of Information Science and Electrical Engineering (Professor)
Eiji Takimoto	Kyushu University Graduate School and Faculty of Information Science and Electrical Engineering (Professor)
Atsushi Shimada	Kyushu University Graduate School and Faculty of Information Science and Electrical Engineering (Associate Professor)
Daiki Suehiro	Kyushu University Graduate School and Faculty of Information Science and Electrical Engineering (Assistant Professor)

Yuta Taniguchi	Kyushu University Graduate School and Faculty of Information Science and Electrical Engineering (Assistant Professor)
Masaya Okada	Kyushu University School of Interdisciplinary Science and Innovation (Associate Professor)
Sachio Hirokawa	Kyushu University Research Institute for Information Technology (Professor)
Jingyun Wang	Kyushu University Research Institute for Information Technology (Assistant Professor)
Tomomi Oki	Kyushu University Research Institute for Information Technology (Administrative Assistant)
Akiko Tanaka	Kyushu University Research Institute for Information Technology (Administrative Assistant)
Kazuyo Kondo	Kyushu University Faculty of Arts and Science Learning Analytics Center (Administrative Assistant)
Ai Yamamoto	Kyushu University Research Institute for Information Technology (Administrative Assistant)
Shunichi Maruno	Kyushu University, Executive Vice President, Senior Vice President
Hiroto Yasuura (Head Researcher)	Kyushu University, Executive Vice President, Senior Vice President (responsible for information, disclosure of information, etc.)
Rin-ichiro Taniguchi	Kyushu University Graduate School and Faculty of Information Science and Electrical Engineering (Professor)
Hiroaki Ogata	Kyoto University Academic Center for Computing and Media Studies (Professor)
Fumiya Okubo	Takachiho University Faculty of Business Administration (Associate Professor)

[This is a English translation of the official [privacy policy in Japanese](#)]