

**External Educational Technologies Learning and Teaching Policy
Associated Document**

Risk assessment checklist to be provided to the HOS and Director, Learning Technologies

The following checklist could be used as a starting point for assessing the risk of using External Educational Technologies (EET).

Technology: _____

People-related	Check
The privacy of students/academics will be protected, also through confirmation of adequate security	
It will not breach the Student Academic Misconduct; Staff Code of Conduct; Student Charter; or the Policy for the Use of University Computing and Communication Facilities, and ensure all activities are in line with CSU policies including accessibility standards	
It will not disclose personal information relating to CSU staff and students or users, or information which is classified or commercial-in-confidence	
Teaching staff will not represent themselves as someone else	
In a professional capacity staff must create a disclaimer making it clear that their views do not represent those of the CSU. The following disclaimer could be used: "The views expressed by me when using this technology do not represent the official position of Charles Sturt University"	
Activity and resource-related	
Plagiarising or breaching copyright conditions when using or repurposing material will not occur	
Putting EETs to an inappropriate use (e.g. profile information being reused by a third-party service for advertising) will not occur	
The sovereignty, security and management of data and content and the management of records supplied to or generated by the use of an EET will be ensured	
It will not replace the CSU Learning Management System (LMS) subject site with EETs as CSU subject's official online presence	
EETs will be clearly articulated in the Subject Outline, and if possible in the CSU Handbook	
C. Technology-related	
That are free of charge	
Have a back-up, especially when EETS are used for assessment, in the event that the EET is unavailable	
It will not harm learning experiences and assessment if EETs are unavailable	
It will not make promises or statements regarding the CSU's operations which are untrue	
It will not host sensitive information on cloud-based services that falls under sovereignty acts like the Patriot act in the United States of America	

Submitted by:

Division/School:

Date: