Toronto District School Board

GUIDELINES FOR CONDUCTING EXTERNAL RESEARCH IN THE TORONTO DISTRICT SCHOOL BOARD ("TDSB")

The following guidelines provide information to external researchers interested in conducting studies or research projects involving TDSB schools, staff, students, or parents/guardians. These guidelines apply to any non-TDSB initiated research that is intended to take place with these groups and/or on school/ TDSB premises.

TDSB values educational research, however, TDSB and its staff are also mindful that students have been entrusted to TDSB and its schools for their personal education, and therefore, any external research must not be conducted at the expense of students' academic programs. To request access to TDSB schools, applications for conducting research will be assessed by the TDSB External Research Review Committee ("ERRC") that carefully considers all applications for conducting external research according to the criteria outlined in the guidelines and in compliance with all applicable TDSB policies, procedures, guidelines, protocols, and practices. It should be noted that even if ERRC approves a research project, this does not automatically guarantee access to a particular school, students, staff, or parents/guardians. The school principal must be willing to accommodate the study/research project in their school. The researcher acknowledges that any research project or study may be denied or terminated at any time to the sole and unfettered discretion of the principal or TDSB.

WHO MAY APPLY?

Applications are accepted from:

- Master's thesis candidates.
- Doctoral thesis candidates.
- Institutionally funded projects.
- Externally funded projects.
- TDSB staff doing research for external agencies or to meet academic course requirements.

***PLEASE NOTE**:*

(1) Due to a high volume of applications, ERRC gives lower priority consideration to undergraduate projects.

(2) While the formal ERRC review process is not required for "internal action research" initiated by the school or classroom teacher(s), some guidelines can be provided for this type of research upon request.

HOW TO APPLY?

- Obtain approval from the sponsoring agency or institution representative.
- Obtain approval from the Ethics Review Board of sponsoring agency or institution.
- Save all documents (letters of information, consent forms, data collection instruments) in one pdf file.
- Complete the online form and submit your research application. See link below or visit the TDSB ERRC website at https://tdsb.ca1.qualtrics.com/jfe/form/SV_0HXtoypPyehJ7Rr

Please email ERRC at ERRC@tdsb.on.ca for questions or concerns.

WHAT HAPPENS?

- There are five ERRC meetings throughout the school year (between September and June). The completed application and all relevant attachments **must** be received by the application deadline dates to be placed on the next agenda for review. For the most recent deadline dates, please visit: https://www.tdsb.on.ca/research/Research/External-Research/External-Research-Application

- ERRC considers the proposal/application by taking into account the criteria and policy guidelines outlined in these guidelines.

- There are circumstances when a researcher may have contacts in a particular school or may wish to include preferred schools for a reason related to the study design. The reasons should be explained in the research/study proposal/application.

- At the discretion of the ERRC Chair, the review of an application may be expedited if: (1) the study involves a minimal number of data collection activities, including no collection of any personal information, and participant groups (e.g. 1 school, 1-2 classes, 1 grade, a few teachers) over a short time period and poses no risk to participants; or (2) it is for the renewal of a previously approved project where there has been little or no change in the research protocol.

- The researcher/applicant will be notified in writing by e-mail regarding the final decision for the research project. Proposals may be *Approved*; *Conditionally Approved* (e.g., with revisions or additional information required); *Deferred* (e.g., not enough information to make a decision); or *Not Approved*.

- Only after the ERRC approval is granted, may the researcher make initial contact with the school principal(s) or appropriate TDSB department to invite participation. In order to make an informed decision about participation, the researcher shall provide the principal or the head of the appropriate TDSB department with (1) a copy of their letter of approval from ERRC and (2) a study information letter fully disclosing the purpose and details of the study/research project and the direct commitments that would be required by their students, staff, teachers and/or parents/guardians (see Schedule “A” attached hereto).

- Under no circumstances, the ERRC approval obligates schools or departments to participate in a study/research project. It is the principal's prerogative and the decision of the head of the TDSB department to decide whether his/her school/department will be involved and participate.

- If agreed, the applicant and the principal (and staff, if applicable) make practical arrangements for the scheduling and implementation of the study/research project to ensure that there are minimal disruptions to regular routines.

- Potential participants (staff, parents/guardians, and students) also have the right to decide whether they wish to participate in the project and may opt out at any time during the study/research project without reason.

- **TDSB Educational Partnership Arrangements**: Please note that ERRC takes responsibility only for the approval of research-related protocols and components and has no authority to grant approval for the provision of a partnership program, intervention, activity, or service offered by an external partner or agency. Agencies proposing to offer either partnership programs or supplemental student services or activities as part of their research application will be instructed to initiate a formal partnership discussion with TDSB Educational Partnerships Office first (see TDSB Operational Procedures PR.700 and PR.578 SCS on www.tdsb.on.ca under Educational Partnerships and partnership opportunities at https://www.tdsb.on.ca/About-Us/Partnership-Opportunities). Potential approval by ERRC for research components would be "conditional" upon the completion of this partnership agreement process.

- The researcher/applicant should understand that TDSB Purchasing and Procurement policies and procedures will apply whenever goods or resources are purchased; and, that all TDSB Cyber Risk/Privacy Assessment protocols apply when online resource portals require TDSB staff and/or student login. The applicant's online resource portals and platforms shall meet all TDSB Information Technology's requirements.

- In circumstances when a study/research project is to be implemented off school or TDSB premises, researchers/applicants looking to recruit a particular target population for their sample may request permission *only* if it has direct educational relevance and value for participants. ERRC and TDSB do not officially endorse such research projects, although if the details about the study are fully disclosed and pose no risk to participants, staff and TDSB, approval for the display of information flyers or brochures within a school may be considered, subject to the TDSB principal agreement. However, it is generally recommended that volunteers/samples for off-site studies be recruited by alternate means. Materials shall not include any commercial logos. Images on materials must reflect diversity reflective of the TDSB student population; and be the *Accessibility for Ontarians with Disabilities Act,* 2005, S.O. 2005, c. 11 ("AODA") compliant.

WHAT CRITERIA DOES THE COMMITTEE CONSIDER?

Relevance to education:

- Is the study relevant to education in general?
- Is the study relevant to education at the TDSB?
- Is the study consistent with Board policies and priorities?
- What is the value and/or benefit to the system? Is the study aligned with the TDSB's Multi Year Strategic Plan?
- Is there an acceptable process for providing feedback of results to participating schools?

Research methodology:

- Is the study well designed?
- Is the methodology appropriate given the purpose of the study?
- Are the theory and research questions clear and presented in plain language?
- Are there clear procedures for sample selection?
- Are the research instruments adequate and appropriate?
- Are the study/research project instruments, procedures and methodology consistent with TDSB's Equity Policy (Policy P037 – Equity) and the principles set out in the Policy?

Protection of staff and students:

- Are the demands made on the system and on the time of students and staff realistic?
- Is the study free from sensitive or intrusive items?
- Is the study consistent with the *Tri-Council Policy Statement: Ethical Conduct for Research Involving Humans* ("TCPS2")?
- Are the confidentiality of data and the rights of the participants protected?
- Is personal information about participants collected and protected in accordance with all applicable privacy laws, including the *Municipal Freedom of Information and Protection of Privacy Act*, R.S.O. 1990, Chapter M.56 ("MFIPPA") and applicable TDSB policies and procedures?
- Are privacy interests safeguarded for the full research life cycle: its collection, use, dissemination, retention and/or disposal?
- Is the well-being and safety of participants ensured at all times?
- Are there clear procedures for obtaining informed consent? (See sample parent consent form attached.)
- Is there an appropriate protocol to deal with sensitive issues arising during the research (e.g., students' who wish to withdraw from the study, disclosure of sensitive information by participants, debriefing participants)?

RESEARCH REVIEW COMMITTEE POLICY GUIDELINES

1. While ERRC considers all proposals/applications from external researchers from recognized institutions and agencies, because of the large number of requests to do research in TDSB schools, proposals from undergraduates are given low priority and research for commercial or market purposes is generally not considered.

2. Studies that have direct relevance to education and demonstrable benefits for participants, education and TDSB will be given priority.

3. All materials must be submitted in FINAL form (e.g., data collection instruments, letters). Drafts will not be considered.

4. The research proposal must have the support of the researcher's affiliated agency or institution and where applicable, their Research Ethics Board's approval prior to its submission to TDSB.

5. Any person conducting research with students or having access to student information must provide certification of a Vulnerable Sector Check (VSC) prior to commencement of the study/research project. Please see instructions on how to complete the online VSC. You are strongly encouraged to share the results directly with the TDSB. The digital copy of the VSC result will be emailed to the email address you have provided for your TPS account. If you do not opt to share your results directly with the TDSB, it is your responsibility to ensure the TDSB's Police Reference Check Office (policereferencecheckoffice@tdsb.on.ca) receives a copy of the results with the statement: **"This is a copy of the original and has not been altered in any way"**.

   Additional Information:

   - Please note a VSC must be obtained in the area in which you reside. Applicants who reside outside of Toronto would need to get their full disclosure/vulnerable sector screening done via police services in their own jurisdiction based on their home address.
   - Once you have completed the online process, please email ERRC@tdsb.on.ca a copy of your VSC.
   - For more information about police check application procedures or general inquiries, the TDSB Police Reference Check Office can be reached at 416-393-0759 or by email at policereferencecheckoffice@tdsb.on.ca.

   The TDSB will determine in its sole and unfettered discretion whether the researcher/applicant may come into contact with students or may have access to student information.

6. The rights, well-being and safety of study participants must be protected at all times.

7. The research must ensure that the confidentiality of information about TDSB schools, teachers, students and/or parents/guardians is protected in accordance with MFIPPA and

all applicable TDSB policies and procedures. No TDSB school, staff, student and/or parent/guardian may be identified in any report without written permission of the person to whom such information is related.

8. Researchers must assess privacy risks and threats to the security of information for all stages of the research life cycle (collection, use, dissemination, retention and/or disposal), and implement appropriate measures to protect such information.

9. Personal information or identifiable individual records shall not be disclosed to independent researchers or any third party. TDSB does not identify particular individuals for the researcher's study sample or the study/research project.

10. The researcher/applicant acknowledges that confidentiality of personal information shall be maintained in accordance with the requirements of MFIPPA, the *Personal Health Information Protection Act, 2004*, S.O. 2004, Chapter 3, Schedule A ("PHIPA"), the Education Act, the *Child, Youth and Family Services Act*, 2017, S.O. 2017, Chapter 14, Sched.1 ("CYFSA"), and other applicable legislation in the province of Ontario as well as TDSB policies and procedures, as may be amended from time to time (collectively "TDSB privacy laws").

11. All research/study activities or program(s) provided hereunder by the researcher/applicant shall operate within the context of all TDSB policies, procedures, guidelines and protocols as may be amended from time to time, including, but not limited to: Educational Programming Partnerships; Abuse and Neglect of Students; Equity; Human Rights; Information Access; Freedom of Information and Protection of Privacy and its related documents; Caring and Safe Schools; Conditions of Access; Ontario Physical and Health Education Association ("OPHEA") Safety Guidelines; Science Teachers' Association of Ontario ("STAO") Guidelines for Delivery of Science Curriculum; Excursions; Fundraising and Advertising; Employee and Community Partners Conflict of Interest; Communications & Public Affairs; Permits; Purchasing. The Educational Programming Partner covenants and agrees to ensure that the services, program(s) or activities provided hereunder by the Educational Programming Partner are consistent with any applicable law and regulations, including but not limited to, the Canadian Charter of Rights and Freedoms, the *Human Rights Code*, R.S.O. 1990, c. H.19 ("OHRC"), the *Ontarians with Disabilities Act, 2001*, S.O. 2001, c. 32 ("ODA") and the *Accessibility for Ontarians with Disabilities Act, 2005*, S.O. 2005, c. 11 ("AODA") and their respective regulations in order to achieve accessibility for Ontarians with disabilities, the *Education Act*, R.S.O. 1990, Chapter E.2 (the "*Education Act*"), and regulations made thereunder, privacy legislation, collective agreements, and Ontario Ministry of Education policies and guidelines applicable to TDSB operations. Without limiting the generality of the foregoing, the researcher/applicant agrees to comply with all TDSB's accessibility standards, policies, practices and procedures, as some may be in effect at the time of the study/research project and apply to the program(s) or activities of the study/research project provided hereunder by the researcher/applicant.

12. Active parental permission is required for any research with or about students under the age of 18 years in TDSB schools. Passive or implied consent is not accepted, and parental/guardian permission must be by signed informed consent. Copies of consent letters that will be provided to the participants must be submitted with the application.

Please ensure that application consent forms include all the information noted in: Schedules "A", "B" and "C" of this document.

13. Researchers will not be allowed to conduct research in TDSB schools during September, after mid-May or in January in semester schools, except in very rare exceptional circumstances.

14. All study/research project should be minimally intrusive in terms of time and number of participants being involved. The demands on schools and study participants should not be excessive or conflict with students' academic program(s) and activities.

15. TDSB principals will make the final decision about their school involvement in study/research projects.

16. As a condition of the ERRC approval, the researcher/applicant shall provide a report of the study to TDSB upon completion of the study/research project. The researcher/applicant shall arrange feedback of results to participating school(s) as well.

17. ERRC approval is for **one (1) year only**. Ongoing and longitudinal studies/research projects require annual renewal and approval. To request an extension or expansion of an existing study/research project, a status report letter and/or revised/updated application form must be submitted to ERRC and must clearly indicate any modifications to the study/research project protocol (e.g., samples, target schools, tasks, data collection tools, time requirements, etc.). Updated documentation (e.g. institutional Research Ethics Board approval letters, updated VSS checks) is to be included and participant consent must also be renewed annually. A separate form for requesting renewals or extensions is available on the ERRC homepage at https://www.tdsb.on.ca/research/Research/External-Research/External-Research-Application.

STUDY/RESEARCH PROJECT BEING CONDUCTED VIA VIDEO, AUDIO AND WEB CONFERENCING FORMAT

18. The researcher/applicant acknowledges that TDSB privacy laws that address the protection of individual's personal information apply to audio, video and web conferencing activities (e.g., interviewing participants online, observing students in TDSB virtual spaces, observing lessons or classroom activities in TDSB virtual spaces, etc.). The researcher/applicant shall not take or direct any action that would contravene, or cause the others to contravene, TDSB privacy laws.

19. The researcher/applicant further acknowledges that student participation (e.g., interviewing participants online) in the study/research project is subject to parental/guardian consent to video, audio, or web conferencing format. TDSB schools/staff will forward TDSB consent forms to parents/guardians and collect completed forms from the parents/guardians. The decision rests with the parents/guardians whether to approve the student's participation in the study/research project being provided via video, audio, or web format.

20. TDSB staff, who schedule a video, audio, or web conference, make a call to the

researcher/applicant on an approved TDSB video, audio, or web conferencing platform, to ensure encryption of session. The researcher/applicant shall (a) not record any video, audio or web conferencing sessions; (b) not collect or record any personal information of students and staff that the researcher/applicant may observe or have access to during video, audio or web conferencing sessions; (c) identify themselves and others (if applicable) joining a video, audio or web conferencing session by providing their full names at the beginning of each video, audio or web conferencing session; (d) use the video, audio or web conferencing service's privacy settings to make the conference private or accessible only by invited participants; (e) not disclose details of the video, audio or web conferencing sessions on social media; (f) avoid unnecessarily disclosing personal information during a video, audio or web conference; and (g) be careful about who can hear the video, audio or web conference and consider using headphones or holding a conference in a separate room to prevent others from overhearing the conference.

GUIDELINES FOR PRINCIPAL INFORMATION & INVITATION LETTERS

1. An introduction with specific, detailed information about the researcher and the purpose of study.

2. Information about the nature and extent of participant involvement (i.e., students, teachers, parents, office staff, administrators) including numbers, data collection or assessment methods, administrative support and/or facilities required, debriefing plans, and estimated time commitments.

3. Timelines about when data collection will take place.

4. Assurances that the study has been approved by TDSB (Providing a copy of the ERRC approval letter is recommended).

5. Researcher contact information for additional questions or requests for further information.

6. Any study/research project may be denied or terminated at any time to the sole and unfettered discretion of the principal.

GUIDELINES FOR PARENTAL/GUARDIAN CONSENT FORMS

The student participation in any study/research project is subject to parental/guardian consent.

TDSB schools will forward appropriate consent forms to parents/guardians and collect completed forms from parents/guardians. The researcher acknowledges that the decision rests solely with the parents/guardians whether to approve the student's participation in any study/research project.

The researcher shall ensure all the same content in Schedule B and C is in the applicants' consent form(s) either using those from their institution or sample forms from Schedules A, B and C. The parental/guardian consent form should be written in clear and plain language, and at a minimum should include the following information:

1. An introduction with specific and detailed information about the researcher and the study/research project (to be completed by the researcher).

2. A clear statement that the study/research project is conducted by a third party and is not a TDSB study/research project.

3. Information about the nature of a student's involvement (e.g., whether the research is observational or interactive, data collection tools and the description of the features which will and will not be used to collect information, number of sessions and total time commitments, group or individual participation, in-class or withdrawal, opportunity to decline questions or withdraw from study at any time, etc.) (to be completed by the researcher).

4. Timelines about when data collection will take place (to be completed by the researcher).

5. Specific samples of the types of questions, survey or test items, or demographic data being asked of the participants to ensure full disclosure for informed consent. There must also be a strong rationale for asking any detailed demographic information or personal questions about sensitive issues (to be completed by the researcher).

6. Privacy and confidentiality safeguards in place for the full research life cycle (to be completed by the researcher).

7. Notice Regarding Digital Tools and Personal Information

In accordance with EDSTA requirements, consent forms and/or notices provided to parents/guardians and students aged 16 years and older must clearly identify any digital tool that collects, uses, or shares student personal information. The notice should provide sufficient information to support informed decision-making and must include:

- The name of the digital tool;
- The name of the vendor or third-party provider;
- A brief description of the tool and its intended purpose;
- The specific types of personal information that will be collected, used, or shared through the tool (e.g., student identifiers, demographic information, student work, survey responses);
- The purpose for which the personal information is being collected, used, and/or shared, including how it supports the educational, research, administrative, or operational objectives of the initiative.
- Researchers and project leads are responsible for ensuring that this information is clearly communicated in consent materials and that the collection, use, and disclosure of personal information are limited to what is necessary for the stated purpose.

8. Assurances that the study has been pre-approved by TDSB and the school's principal (to be completed by the researcher).

9. A guarantee that individual identities and results will remain confidential, a description of data security protocols and when the data will be destroyed (to be completed by the researcher).

10. Information about who will have access to study data (including any potential secondary data usage), as well as the final research report (to be completed by the researcher).

11. The researcher's contact information for staff and parents/ guardians who may have questions or require further information relating to the study/research project (to be completed by the researcher).

12. A clear statement about what is being agreed to with space(s) for a signature. Consent may be requested for the study in its entirety if necessary and/or options can be provided for separate consent for multiple components (to be completed by the researcher).

13. Video/digital recording or photographing of subjects may require multiple levels of informed consent. E.g., (1) for the use of images solely for research purposes and to be viewed exclusively by designated research staff, and/or (2) for the use of images for public display or the presentation of results at a later date. In this case, participants may request a preview and/or modification of the images or recordings prior to their release.

14. Translation of letters where appropriate.

SCHEDULE "A"

INFORMATION LETTER FOR [*INSERT: STUDY/RESEARCH PROJECT NAME*]

DATE:

STUDY/RESEARCH PROJECT NAME:

RESEARCHERS: *[Include your name, office address, contact information]*

PURPOSE OF THE RESEARCH: *[Provide as much detail as possible]*

What You Will Be Asked to Do in the Research: Provide a brief description of what you will be asking participants to do *[Include a statement regarding the estimated time commitment for the participant].*

Risks and Discomforts: Provide a description of any real or perceived risks (physical, emotional, economic, social) or potential discomfort that may result from participation in the research. If there is a possibility of harm or discomfort it **must** be described and the mitigation methods **must** be indicated. Please do not state that the risk is "minimal" or "below minimal". It is important to explain the thresholds as participants may not know what "below minimal risk" or "minimal risk" means.

Benefits of the Research and Benefits to You: Include a statement regarding any benefits of the research as well as benefits to the research participants.

Voluntary Participation and Withdrawal: Participation in this study/research project is voluntary and will not affect your child's attendance in class or his/her evaluation by the school. In the event you withdraw from the study/research project, all associated data collected will be immediately destroyed wherever possible.

Confidentiality: All information collected will be strictly confidential and protected in accordance with all applicable privacy laws, including *Municipal Freedom of Information and Protection of Privacy Act*, R.S.O. 1990, c. M.56 ("MFIPPA") and Toronto District School Board ("TDSB") policies and procedures. The researcher, and no one else, is responsible for ensuring the confidentiality of any information collected during the study/research project. After all data have been collected, the students shall not be identified individually.

Indicate:

- *if the interviewing or recording of the participant will be associated with identifying information.*
- *how the data will be collected, e.g., handwritten notes, video/audio tapes, digital device.*
- *how the data will be securely stored and who will have access.*
- *how and to whom the data will be disclosed, if at all.*
- *how long the data will be stored and whether it will be destroyed after the study (and how) or will the data be archived (and if so, where),*
- *if reasonably foreseeable based on the nature of the study, situations in which disclosure to a third party may be required by law (e.g., the requirement to notify authorities of child abuse or the requirement to notify public health authorities of participants who have contracted a reportable communicable disease).*

If you intend to use de-identified data for future research purposes, the following text should be included in the parental/guardian consent form:

> *The data collected in this research project will be used – in an anonymized form - by members of the research team in subsequent research investigations exploring similar lines of inquiry. Such projects will still undergo ethics review by researchers' respective institutions. Any secondary use of anonymized data by the research team will be treated with the same degree of confidentiality and anonymity as in the original research project.*
>
> *'de-identify' means to modify personal information or create information from personal information by using technical processes to ensure that the information does not identify an individual or could not be used in reasonably foreseeable circumstances, alone or in combination with other information, to identify an individual. More details about the data de-identification is available on the on the Information and Privacy Commissioner of Ontario website at https://www.ipc.on.ca/wp-content/uploads/2016/08/Deidentification-Guidelines-for-Structured-Data.pdf*

If you intend to make the data available to a data repository, describe the manner in which the data will be provided (anonymized; identifiable) and the name of the repository/repositories if or wherever possible.

If you intend to use online surveys: Note that online surveys (Qualtrics, Survey Monkey etc.) may allow researchers to capture and access additional information about each participant over and above what they provide in the online survey. In addition, when researchers use the internet to transmit or receive participant data, they should be aware that while in transmission, data may be subject to access by third parties as a result of various security legislation now in place in many countries. Therefore, when a researcher is using one of these online survey systems a statement like below should be added to the parental/guardian consent form:

> *The researcher(s) acknowledge that the host of the online survey (e.g., Qualtrics, Survey Monkey etc.) may automatically collect participant data*

without their knowledge (i.e., IP addresses.) Although this information may be provided or made accessible to the researchers, it will not be used or saved without participant's consent on the researcher's system. Further, "Because this project employs e-based collection techniques, data may be subject to access by third parties as a result of various security legislation now in place in many countries and thus the *confidentiality and privacy of data cannot be guaranteed during web-based transmission.*

If you intend to use online technology for participant interviews, please specify the technology for participants and related confidentiality and privacy points.

Please note parents/guardians must consent to researchers contacting their children via email. If research methods include online methods, please ensure a space on the parent consent form where parents may consent to researchers contacting their children via email as well as a space for them to enter the email address.

Reporting of Results: Describe who the final report will be shared with, including TDSB, your research institution, and any other organizations, individuals or third party, who may access the final report (including the general public, if so). Please note that no personal information shall be disclosed to a third party without the consent of an individual to whom the personal information is related.

Questions About the Research? If you have questions about the research in general or about your role in the study, please feel free to contact [Include name and contact information]].

This research has received ethics review and approval by [Include the name of the organization]

TDSB External Research Review Committee has granted approval for this study/research project. The school principal has also given permission for this study/research project to be carried out in this school.

You may also contact the school Principal at [included the principal contact information] if you have any questions or concerns.

Researcher Full Name:_____

Signature:_____

Date:_____

Researcher Contact Information: _____

SCHEDULE "B"

PARENTAL/GUARDIAN CONSENT FORM

[*Title of Study/Research Project*]

Please note that this study/research project is conducted by a third party and is not a Toronto District School Board study/research project.

NOTE:

- Signed Parental/Guardian Consent (Schedule "B") is required for all students under 18 years of age.
- Children under 18 years old are not required to provide signed written consent in addition to their parental/guardian consent.

Your signature on this form means you agree with the following:

- I/We have read the ***Information Letter for [Title of Research Project*]** **(attached hereto as Schedule "A")**. I/We understand that I/We can ask questions about the study/research project if I have any. I/We understand that the study/research project has been approved by Toronto District School Board ("TDSB") External Research Review Committee.
- I/We understand that this study/research will explore [*describe the research question*].
- I/We understand that, if I/we wish, I/we can participate in *[describe the nature of participation, ex. "an interview, which will take approximately 45 minutes to complete and will be audio recorded via [Software Name] on the researcher's password-protected laptop*"].
- I/We understand that I/we am/are free to withdraw from the study/research project (until the results are analyzed *[provide date or time frame]* at any time without any reason.
- I/We understand that if I/we withdraw from the study/research project, any data collected from me/us will be immediately destroyed.
- I/We understand that the data I/we provide will be confidential and protected in accordance with all applicable privacy laws, including the *Municipal Freedom of Information and Privacy Protection Act* ("MFIPPA") and TDSB policies and procedures.

I/we understand that my/our personal information will not be disclosed to any third party without my/our written consent/permission.

- I/We understand that data collected during this study/research project may include *[insert description of personal information collected].* However, for research purposes, *[describe how data will be used, ex. "only de-identified data will be used"].*
- I/We understand that the researcher, and no one else, is responsible for ensuring the confidentiality of any information collected during the study/research project.
- I/We understand that I/we can keep a copy of the signed and dated consent form.
- I/We understand that I/we can contact the [*name and contact information for the institution's Research Ethics Board]* if I/we have any concerns about the ethical conduct of this study/research project.

Legal Rights and Signatures:

I/We *(student/staff/parent/guardian name),* consent to participate in *(insert study/research project name here*) conducted by *(insert investigator/researcher name here)*. I/We have understood the nature of this study/research project and wish to participate. I/We am/are not waiving any of my/our legal rights by signing this form. My/our signature below indicates my consent to participate in this study/research project.

Name of Student/Participant: _____

Signature: _____ Date: _____

Name of Parent/Guardian:_____

Signature: _____ Date: _____

RESEARCHER ACKNOWLEDGEMENT I hereby acknowledge receipt of this Parental/Guardian Consent Form

Name of Principal Investigator/Researcher:_____

Signature: _____ Date: _____

SCHEDULE "C"
Additional consent forms (where applicable)

You must seek additional consent by including check boxes or requesting additional signatures for the following:

- [For audio recording, please include the following:]

1. Audio recording

☐ I consent to the audio-recording of my interview(s).

- [For video recording/authorize use of photographs, please include the following:]

2. Video recording

3. Use of photographs/images

I<<insert participants name>>consent to the use of images of me (including photographs, video and other moving images), my environment and property in the following ways (please check all that apply):

In academic articles	N	☐	Y	☐
In print, digital and slide form	N	☐	Y	☐
In academic presentations	N	☐	Y	☐
In media	N	☐	Y	☐
In thesis materials	N	☐	Y	☐

Name of Student/Participant: _____

Signature: _____ **Date: _____**

Name of Parent/Guardian:_____

Signature: _____ **Date:** _____

RESEARCHER ACKNOWLEDGEMENT I hereby acknowledge receipt of this Consent Form

Name of Principal Investigator/Researcher: _____

Signature: _____ **Date:** _____

- If you are offering the participants the option to waive anonymity, include the following:

4. Consent to waive anonymity

I, <<insert participants name>>, consent to the use of my name in the publications arising from this research.

Name of Student/Participant: _____

Signature: _____ **Date:** _____

Name of Parent/Guardian: _____

Signature: _____ **Date:** _____

RESEARCHER ACKNOWLEDGEMENT I hereby acknowledge receipt of this Consent Form

Name of Principal Investigator/Researcher: _____

Signature: _____ **Date:** _____