

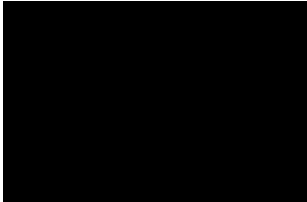


University of East Anglia

Information Services Directorate

The Library
University of East Anglia
Norwich Research Park
Norwich NR4 7TJ
United Kingdom

Email: foi@uea.ac.uk
Tel: +44 (0) 1603 593 523
Fax: +44 (0) 1603 591 010
Web: <http://www.uea.ac.uk>



15 August 2017

Dear 

Freedom of Information Act 2000 – Information request (ref: FOI_17-192)

We have now considered your request of 02 August 2017 for information relating to the use of non-institutional technologies for education (i.e. for learning, teaching and/or assessment) within our institution.

Our response is on page 2 of this letter, together with a copy of your request.

On this occasion, it is not possible to provide all the requested information. In line with your rights under section 1(1)(a) of the Act to be informed whether information is held, we confirm that the University does not hold some of the requested information. Further information is on page 2 of this letter.

We hope this information will meet your requirements, however if you are not satisfied you have the right of appeal. If you wish to appeal, please set out in writing your reasons for appealing and send to the above address. You must appeal within 60 calendar days of the date of this letter. Any appeal received after that date will not be considered nor acknowledged. This policy has been reviewed and approved by the Information Commissioner's Office.

You also have a subsequent right of appeal to the Information Commissioner's Office. Further information is available on their website:

https://ico.org.uk/Global/contact_us, or by telephone on 0303 123 1113.

Please note that any material over which UEA has copyright is released on the understanding that you will comply with all relevant copyright rules regarding reproduction and/or transmission of the information provided.

Please quote our reference given at the head of this letter in all correspondence.

Yours sincerely

Dave Palmer
Information Policy and Compliance Manager
University of East Anglia

Response to Freedom of Information Act 2000 request (FOI_17-192)

I would like to submit a freedom of information request to obtain any policy or guidance document relating to the use of non-institutional technologies for education (i.e. for learning, teaching and/or assessment) within your institution. These are technologies that may not be provided, managed, approved or officially supported by the institution, but may be permitted for educational use. These technologies may include apps, open source software, social media sites, etc. Within your institution they may be known by other terms such as third-party, cloud services, external or outsourced systems/services.

1. Can you please provide the latest document/s to date the organisation holds? This could be a dedicated policy/guidance document, or may be included within existing texts, such as social media policy or acceptable use policy (or similar).

The only policy that UEA holds within the scope of your request above is our Social Media Guidelines which are available via our website here:

<https://portal.uea.ac.uk/documents/6207125/6490101/Social%2BMedia%2BGuidelines.pdf/31db3764-b3f6-4cce-9c35-1c17864faaee>

The University's acceptable use policy is called Conditions of Computer Use (CoCU). Section 3.12 of this document covers internet publishing which includes the use of social media tools. <https://portal.uea.ac.uk/documents/6207125/6476835/cocu-pdf.pdf/5c5e958e-7b94-4a46-9812-12aa79efa03d>

2. Please could you clarify which individual or department is responsible for authorship, and the publication and review dates (if not stated on the documentation).

The Admissions, Recruitment and Marketing Division is responsible for the Social Media Guidelines cited in our response to question 1 above. The publication date is September 2016.

[Information not held - s.1(1)(a), Freedom of Information Act]

There is no planned review date for this document.

CoCU is reviewed annually in Spring by the Information Services Directorate and the updated version published in June with latest one published on 13 June 2017.

3. Please state if it is the case that there is no policy and/or guidance in place.

Not applicable – see response to question 1 above.

4. If your organisation does not currently have any related policy or guidance document/s, please could you confirm if such documentation is being considered or developed, by whom (department or individual) and the proposed date of release.

Not applicable – see response to question 1 above.