

Include appropriate letterhead

**To:** Jane Smith

**Cc:**

**Subject:** Invitation to participate in research

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Dear Parent or Carer

Your child has been invited to participate in a study titled **“A study on the effectiveness of computerised training programs for teachers”** and we would like your permission to include them as a participant.

The study will investigate how teachers use computerised training to improve their teaching skills, and if and how this training improves the way they teach in the classroom. It will also look at how this type of online training improves impacts the experience of students.

The study is being conducted by the following staff at the University of Wollongong:

- Dr Peter Johns from the School of Education (02 4376494373, [pjohns@uow.edu.au](mailto:pjohns@uow.edu.au));
- Dr Garry Peters from the School of Education 02 653636357, [gpeters@uow.edu.au](mailto:gpeters@uow.edu.au)); and
- Dr Ruth Hope from the Faculty of Social Sciences (02 4276367378, [rhope@uow.edu.au](mailto:rhope@uow.edu.au)).

If they choose to be involved in the research your child will participate in a 30 minute group discussion with two other students about how technology is used in the classroom. The types of questions we will ask include “Do you remember the XXX activity you did in class that involved using computers?”, “What did you like or dislike about the activity?” and “What other ways do you think technology could be used in this class?”. The discussion will be audiotaped so that the researchers can listen and make notes later. No one else will hear the recordings. We would also like to copy some examples of their school work which show how they use technology.

Apart from the 30 minutes of the students’ time to participate in the group discussion there are no risks involved. Involvement in this study is entirely voluntary and participants can withdraw at any time and without consequence. They can also withdraw the information they have provided up until six weeks after the discussion.

In the reporting of results the identity of individual participants will not be disclosed. A report will be written for the Department of Education and Communities and results will be used to improve the way training is provided to teachers. Results may also be published in academic journals or presented at conferences.

If you give permission for your child to be involved in this study please let us know by return email. If you have questions or would like to discuss this research please contact any of the researchers listed above.

Thank you,

Dr Peter Johns (Team Leader)

***This project has been reviewed by the XX Human Research Ethics Committee at the University of Wollongong, Reference (20XX/XXX). If you have any concerns or complaints about the conduct of this research please contact the Ethics Officer on +61 2 4239 2191 or email [uow-humanethics@uow.edu.au](mailto:uow-humanethics@uow.edu.au).***