**11 Code of Conduct – Designing and running school pilots**

Introduction

This Code of Conduct (“the Code”) sets out the general principles and guidelines which European Schoolnet (“EUN”) will adhere to when designing and running school pilots as described in the Future Classroom Lab Validation Manual (“the Manual”), published in September 2014.

The Code governs the relationship between EUN and the various actors that may be involved in a school pilot including in particular, the Beneficiaries, the Initiator and the Stakeholders as defined in the Manual (see page 9). EUN has developed the Code not only to protect its integrity but also because it recognizes that the Beneficiaries (in particular schools, students and teachers) and Stakeholders will be more willing to participate in validation pilots if they are governed by clear, sound, ethical principles.

The Code has been adapted from EUN’s Working with Sponsors: Code of Practice which was approved by EUN’s Ethics Committee on 13th January 2012. It has also been inspired by the inGenious code which was developed by EUN under the inGenious project ([www.ingenious-science.eu](http://www.ingenious-science.eu)) and covers school industry collaboration. The inGenious code contains guidelines on working with schools, as well as general advice and checklists for obtaining consent, taking photos and protecting data.

The Code is divided into two sections. The first section deals with the principles governing EUN’s relationship with the Initiators/Stakeholders, i.e. the organization or person who commissions the validation. In many cases, this will be an ICT company or supplier although it could also be a research or education project or a Ministry of Education. The second section deals with the ethical issues involved in working with schools, students and teachers.

Section 1 - Initiators/Stakeholders

1. EUN will work with initiators/stakeholders that share the same fundamental ethical values and principles and will not provide the validation service to any organization or person that would expose it to public criticism or which would affect its integrity.
2. The validation service will be carried out objectively and in accordance with established scientific principles governing this type of work. The payment made for the service will not be allowed to dictate or influence EUN’s conduct of the work to be performed or its outcomes or results.
3. EUN requires all initiators/stakeholders to ensure that their involvement with it will not be used to suggest that EUN endorses or has approved specific products, services or levels of competence.
4. The Initiator/Stakeholder is required to obtain the written agreement of EUN for any publicity or promotional materials included on any medium, advertising the fact that EUN is performing the validation service. The initiator/stakeholder has no rights to use the EUN logo on any advertising or website except with the express written consent of EUN.
5. EUN will respect any information which has been shared in confidence by initiators/stakeholders but the fact that EUN is carrying out a particular validation activity should not normally be kept secret.
6. EUN favours openness and transparency with respect to its validation arrangements and wherever possible and subject to the terms of any contract it has with the initiator/stakeholder, will strive to ensure that a general overview of the results of the particular validation will be made publicly available.
7. EUN will ensure that initiators/stakeholders are made aware of the degree of support that schools/teachers may need to carry out validation services in order to avoid unrealistic expectations about what can be achieved within validations that have a limited budget, duration and scope.

Section 2 – Working with Schools/Teachers/Students

The effectiveness and viability of the EUN validation service relies on the willing participation of schools, teachers and students. The latter represent a vital research resource for EUN and should be treated as such. Consequently, EUN will use its best endeavours to respect the following principles in carrying out the service:

1. Validation projects should be designed in such a way to minimize the burden on schools and teachers and to present clear added value for their participation. In the choice of schools, potential leverage mechanisms in some countries may be analysed with ministries of education regarding existing initiatives or experiments that are already engaged in similar approaches.
2. Invitations to participate in the validation should be sent in writing to the head teacher of the school concerned and/or to the teachers involved (in accordance with standard practice). Invitations should be sent with a reasonable amount of notice so that the schools/teachers can properly evaluate the benefits or drawbacks of participating and obtain any relevant consents from higher authorities.
3. Normally, EUN will aim to recognize or reward the school or teacher for participation in the validation exercise especially in the cases where the research work will require a significant time commitment on behalf of the school or teacher. The different methods of compensation that could be used by EUN are more particularly described in the Manual.
4. All teachers or schools participating in the same validation exercise and carrying out the same work, should be recognized or rewarded on the same basis unless exceptions are justified because of local conditions.
5. Wherever possible, validation work to be carried out by a school or teacher should be covered by a written contract or memorandum of understanding with EUN especially in those cases where the payment of any form of monetary compensation is due. Such contracts should be easy to read and understand and not contain complicated legal terminology.
6. All correspondence or instructions to be sent to the school or teachers concerning the validation exercise should be simple, brief and easy to follow.
7. All research work to be carried out in respect of the validation exercise will be carried out in accordance with the relevant ethical principles. Where it is necessary to obtained informed consent from a participant, then EUN should make clear who is responsible for obtaining such consent (i.e. the school, teacher, national coordinator or EUN). All confidential data obtained from the school or teacher will be kept confidential and stored securely.
8. Except for the purpose of administrating contracts or for contacting individual teachers or National Coordinators, it should not be necessary for EUN to obtain or to receive personal data. Research data should normally be anonymised. However, where such personal data has to be processed by EUN, it will be processed in accordance with Belgian data protection law and will be subject to proper security and safety controls. Personal data will not be handed onto third parties unless EUN is required to do so by its contract with the third party, in which case EUN will ensure that this is made clear to the data subjects when collecting the data concerned.
9. Where the validation work requires visits to schools, especially for observation activities or interviews, then EUN shall obtain written consent from the head teacher of the school for the visit. EUN shall ensure that the person concerned is made aware of the Guidelines for Visits to Schools, as set-out in the inGenious Code. EUN will check with the school to ensure that the visitor complies with any criminal record check requirements.
10. Wherever possible, unless this is prevented by the contract with the Initiator/Stakeholder, an overview of the validation results should be presented to all participating schools or be made available on the EUN website.
11. An “individual thank you” letter should be sent to all schools that have participated in the validation exercise.
12. EUN will ensure that its employees, experts, National Coordinators and subcontractors are made fully aware of the contents of the Code and will respect its provisions when implementing validation work.