

Leapfrog Ethics Policy

Version 1.1, June 2015



Introduction – what we want to do

Leapfrog is a three-year research project. We want to develop new ways to help people contribute to local public services and facilities. We want to test how well these new approaches work, in a series of smaller research projects. We can't be sure in advance that everything will work well, which is why we need to do research, working with people and organisations in new ways.

Ethics is at the centre of what we do. We want to enable communication, collaboration and creativity in ways that make a real difference. And we want to respect the interests, privacy and contributions of everyone who gets involved. This document sets out the principles that the Leapfrog project will follow.

How we work with people

This section is about how we aim to treat people who participate in Leapfrog activities.

- We will store all information about participants securely, and only project researchers will have access to it.
- We will take photographs of engagement events, but we will only publish photos that reveal people's identities if they agree to this.
- We will only use contact details to get in touch with people for project purposes – participants can ask to be removed from our mailing lists at any time.
- If a participant would like to withdraw, for any reason, they can tell us at any time and we will do our best to remove any information that identifies them from our records.
- The information that we gather during Leapfrog activities will only be used for developing, teaching and researching ways to improve the design of collaborative tools and services.
- The tools we develop will draw on collaboration with many people and organisations. When we share these tools, however, we will not be able to acknowledge specific input from individuals or the groups and organisations they may represent.
- We hope to develop ways of working with groups who have specific needs, such as children, and will work with partner organisations to ensure that we take account of the needs and vulnerabilities of particular groups.

How we work with partner organisations

This section is about how we aim to work with organisations that partner with us in projects to develop and evaluate Leapfrog tools.

- We aim to work our partners in a collaborative and transparent way, agreeing on shared aims and objectives at the start of each project.
- The tools and methods we develop are experimental. We don't know in advance how well they will work. We ask partner organisations to work with us flexibly, and to accept that there is some uncertainty and risk here.
- We will only publish the names of specific partner organisations (e.g. on our website or in our academic articles) with their permission.
- We will look to partner organisations for their experience and expertise when working with vulnerable and hard to reach groups.

What we share and publish

This section is about how we will make Leapfrog tools and research findings available to others.

- In order to protect the privacy of the people who engage in Leapfrog activities, we will not share information about identifiable individuals without their consent.
- We will make the tools we develop available on the web, until at least three years after the project ends (i.e. at least until 2020). We will not ask people or organisations to pay for access. The only charges we make will be to cover the cost of materials.
- To share the tools we develop, we will use the Creative Commons Attribution-NonCommercial-ShareAlike 4.0 licence (<http://creativecommons.org/licenses/by-nc-sa/4.0/>). Other people and organisations can develop Leapfrog tools in any way they wish, so long as they attribute their source, allow others to continue to modify them and do not try to make a profit from them.
- We will write about project activities in academic journals, books, and so on. Academic publishers may charge for access to these, but we will not.
- We will try to be open about limits and problems involved in using the tools we develop – this is part of honest evaluation.