KIDS ONLINE AOTEAROA 2021-2023:

DATA COLLECTION PROTOCOL





Health Promotion & Policy Research Unit, University of Otago, Wellington, August 2021

Recruitment + Data collection cycle timetable (For use with each school – input relevant dates)

Week:	Date:	Task:	Team member:
Meet with principal.		Discuss study details. See "School recruitment/principal briefing protocol on next page". Get principal's signature if possible – otherwise at invitation session (Week 1).	Professor Louise Signal, Dr Moira Smith, Marcus Gurtner.
Week 1 – Invitation 30 mins	TBC	Describe the study to the children. Explain why we are doing it and who we are. Give them the invitation packs. Show them the study equipment so they get a sense of what it will entail. Answer any questions.	TBC Professor Louise Signal, Dr Moira Smith, Marcus Gurtner. TBC
Week 2 – Briefing 1 60 mins	Early week best Mon or Tuesday	Initial briefing and questionnaire 1	Professor Louise Signal, Dr Moira Smith, Marcus Gurtner.
Week 2 – Briefing 2 + study commencement 15 mins per student	Latest Wednesday otherwise data collection Friday- Monday	Ideally Thursday- Sunday. Briefings one and two can be Friday and following early week for a Thursday- Sunday data collection. Do not leave the packs with students over the weekend but ask them to practice online when they have Wi-Fi	Professor Louise Signal, Dr Moira Smith, Marcus Gurtner. TBC
Week 3-Review Session 60 mins	Tuesday/Wednesday, onwards → to ensure time for Zoom data to be downloaded	Children return equipment, respond to 2 nd questionnaire, point out content they wish to be deleted. And answer exit questions.	Professor Louise Signal, Dr Moira Smith, Marcus Gurtner.

School Recruitment & Principal Briefing Protocol

- Contact principal to arrange a meeting time with them and/or another facilitating teacher.
- 2. Email the school information & consent form to principal.
- 3. Meet with principal & raise the following points:
 - Online environments impact children's health and well-being. Talk about
 Kids'Cam they may recall the study. Mention that it is the same core research team.
 - Participating will afford children an opportunity to learn about research.
 - Children's insight is critical to enriching our understanding. Their perspectives & insights are immensely valuable. They are the teachers.
 - To our knowledge, this is one of the first studies in the world to catch a children's online activity in real time.
 - The school was randomly selected by school decile and student ethnicity, Māori,
 Pacific, & non-Māori/non- Pacific. The number of students from each school
 varies. This is to ensure the study has equal explanatory power. There is an
 overall focus on equity 3x study groups; Māori, Pacific, & non-Māori/non Pacific.
 - With your agreement, children will be randomly selected from the school's Year
 8 student roll.
 - Describe the study go over the school information sheet, mention Vaipuna et al study, and the Newlands 2020 pilot study, as appropriate. Note the feedback from students and teachers has been very positive.
 - Show the principal the study equipment; project instruction sheet, digital
 balance sheet, battery pack, charging cables, and Alcatel LinkZone wireless
 device. Discuss how Zoom will upload screen-shared content to cloud-based
 storage.
 - Explain that ethical approval has been granted, and that we considered legal issues. A risk management strategy was developed – refer to this where appropriate.
 - Ask principal about how best to inform the wider school community.

- 4. Ask for assistance to:
 - Advise school community of study.
 - Provide Year 8 student roll.
 - Collect information sheets and consent forms.
 - Identify whether any children could not cope with demands of the study because of health or social reasons, while being as inclusive as possible
 - Provide a space to work.
 - Remind the children to bring their portable devices to school.
- 5. Explain that the participating children will be required for four meetings:
 - 30 minutes for initial invitation session all together in week 1.
 - 60 mins early week 2 for briefing and first questionnaire.
 - 15 mins the next day ideally.
 - 60 mins week 3 individually, to review recorded content and second questionnaire.
- 6. Clarify with the principal the internet use and mobile phone use policies at the school:
 - Characteristics of the school internet connection WiFi available? Can students freely connect to it?
 - Is there a school firewall or VPN, if so what kind of websites are blocked?
 - Do the students have to hand in their phones at the beginning of class, if so when are phones returned to students?
 - Do the students bring in their own laptops or are there school issued devices available, if so – what kind are they? (Chromebooks are common + function differently to other devices).
 - Is Zoom loaded on school devices? If not, can this be arranged please?
 - Who is responsible for school IT is this managed internally or externally?
- 7. Arrange next steps.

Back at the office:

Get list of Year 8 students from principal or senior teacher to determine who to invite. Ask for all recorded ethnicities. Randomise Year 8 students by ethnic group using excel randomisation.

- Māori, Pacific and non-Māori, non-Pacific (NMNP).
- Māori is Māori or prioritised Māori.
- Pacific is Pacific or prioritized Pacific and non-Māori.
- Note Fijian Indian is NMNP.

Inviting children

Prior:

Arrange to get signed consent from school.

Ask school to invite identified students to invitation session.

Take with you to invitation session:

- Invited children / participant list x 2 (one for the school to use).
- Invitation pack = an envelope. One per child. Each envelope **must** contain:
 - 1x "Information sheet for children"
 - 1x "Consent form for children"
 - 1x "Information sheet for parents or caregivers"
 - 1x "Consent form for parents or caregivers"
 - 1x "Child information sheet".

N.B. \rightarrow Take the labelled "Demo" - demonstration box. This should have all the study equipment in it. This is to show the children, to get them excited and to make the whole thing more tangible.

Discussion with the children:

Introductions

This is a unique opportunity for you to participate as researchers and share your experiences. You are the expert. You and your data will remain anonymous. Any identifiable content will be blurred in any published material. Should you wish, you will be given an opportunity to review and identify anything you wish to be deleted.

Go over the information sheet.

If you wish to participate, you will be asked to use Zoom to record all their online activity during the four study days.

You will also be asked to complete two questionnaires. One before you record their content, and one at a review session after having recorded.

Relevant information for children and parents is here for them to read. Hand out and show forms to the students – go through each section with them.

We also require parents'/caregivers' consent.

You do not have to take part. That is absolutely fine.

10 children are required. Even if you agree, there is a chance you may not be included. This is because we need a random sample of students.

We would like you to bring your devices to school.

Do you have any questions - respond where necessary and let them know they or their parents are always welcome to get in touch.

If you are selected for the study please bring all your devices to school.

Thank you for your time.

Arrange collection of consent forms and information sheets with students and school.

Back at the office:

Once consent forms and information sheets collected check that all the necessary fields are completed. Invite more students if you do not have enough.

Identify the first 10 consenting students on each randomised list (in order of appearance down the list). These will be the study participants.

Notify school of the 10 participating students and ask them to be invited to the first briefing meeting the following week. Also ask that the students bring their portable devices.

Enter demographic details from "child information" sheets into the Kids Online 2021 study spreadsheet. It can be found on server under "study DATA" > schools > school name > participants > participant information spreadsheet

You will need to enter the password – ask Marcus or Louise for this.

Days before briefing

A day in advance text students to invite them using the automatic text programme "multiTXT". Remind students to bring all their portable electronic devices to the briefing session.

Each of the children must be assigned a unique code BEFORE they are given a box. This code should also be recorded on corresponding consent forms. An example of the code given is: *School1*

The formula for constructing the code is: Schoolname \rightarrow Box number.

Create field spreadsheet – Excel spreadsheet showing; Child ID, Box#, Login emails etc.

This code is also to be recorded into the field spreadsheet (pictured below).

Child code	Rox #	ZOOM account	rs.		Alcatel I	ink Zone
		Device	Login email	Login passw		SSID: Network
		Laptop	econf.zoom241@otago.ac.nz	Alligator1	1 of 10	MW41CL 5FD0
		Phone	econf.zoom242@otago.ac.nz	Alligator2		_
		Desktop/tablet	econf.zoom243@otago.ac.nz	Alligator3		
		Laptop	econf.zoom244@otago.ac.nz	Bandicoot1	2 of 10	MW41CL 4259
		Phone	econf.zoom245@otago.ac.nz	Bandicoot2		_
		Desktop/tablet	econf.zoom246@otago.ac.nz	Bandicoot3		
		Laptop	econf.zoom247@otago.ac.nz	Crayfish1	3 of 10	MW41CL_7FBI
		Phone	econf.zoom248@otago.ac.nz	Crayfish2		_
		Desktop/tablet	econf.zoom249@otago.ac.nz	Crayfish3		
		Laptop	econf.zoom250@otago.ac.nz	Dolphin1	4 of 10	MW41CL_E2F0
		Phone	econf.zoom257@otago.ac.nz	Dolphin2		_
		Desktop/tablet	econf.zoom258@otago.ac.nz	Dolphin3		

Take with you to the briefing:

- Participant list with allocated identifiers.
- 1+ laptop ensure you have the charger.
- Demonstration equipment box and additional wireless device for our own use. Make sure this device is charged.
- 10x (or same number as participants) equipment boxes: each containing 1x project instructions sheet, 1x digital balance sheet, 1x battery pack, 1x Alcatel Linkzone wireless device. 3x charging cables (1 for battery pack, 1 for Link Zone, 1 for charging devices), 1x adapters (wireless device).
- 1x envelope/sleeve containing spare information sheets, consent forms, instruction sheets.
- Field spreadsheet Excel spreadsheet showing; Child ID, Box#, Login emails etc.
- Take printed QR codes for each questionnaire (x4 2 spares for each). This printed page will also include URL links to the questionnaire (in case QR codes don't work, use these).
- Take iPads for children to use to complete the questionnaire ensure iPads are charged and you take chargers with you (at least 5x chargers).
- Bring snacks for the children to eat while completing the questionnaire e.g. nuts, biscuits, mandarins.

Briefing Participating Children

Depending on the children participating in the study/at a given school, the briefing style is likely to change. The most important thing to remember is to stay relaxed.

There is a lot of information for the children to take in, so try your best to keep their attention. It will be most helpful to give students one on one instruction, whenever possible. Many of the following tasks can be performed simultaneously by both researchers and students – it will be up to you to determine what works best for you.

All the following points are to be addressed by the end of the second briefing session.

Points that need to be addressed **DURING THE FIRST BRIEFING SESSIONS** are highlighted.

Briefing - Session 1

- 1. Thank everyone for agreeing to take part in the Kids Online project.
- 2. Introduce yourself and get the children to introduce themselves names are fine.
- 3. Have you all read the information sheet and consent form?
- 4. Check that you have everyones' correct phone numbers on consent forms and that they are signed.
- 5. Hand out instruction sheets key instructions + digital balance.
- 6. Explain the project:
 - We are interested in exploring their interaction and engagement with the online world. Remember to mention that the children's perspectives are the most important for this research. This is by no means a punitive, nor shaming endeavour. We really appreciate that they will be teaching us about their experiences of the online environment. We want you to make screen-shared recordings of the audiovisual content you encounter while exploring online. This includes the internal audio of your device the audio on websites and apps that you will hear while engaging with them. We don't want you to change anything you do during the day, just go about using the internet just as you normally would. Don't use the internet more or less than you normally would. Please go on all the usual websites you would use. Even if you think what you are doing, or the websites you go on are boring, we want you to continue sharing your screen.
- 7. Explain that they can let us know about content they don't want us to see. "Don't worry if you recorded something that you don't want us to see. You will have the opportunity to tell us about this content and show us what to delete."
- 8. Show them the rest of the equipment kit chargers, battery packs (explain that the four illuminated circles correspond to the battery life) and the wireless devices. Ask that they keep things charging. Tell the children to carry the battery pack around with them. Zoom will cause the battery to drain more quickly than normal.
- 9. Ask participants to download Zoom if they have not already done so.
 - <u>N.B.</u> There is a pretty good chance they won't be able to download Zoom using their school network you need to get them to connect to one of the wireless devices to do this, as these don't block downloads they are normal consumer data plans. If they have a parental lock and are unable to install Zoom ask that they get their parents to allow them to install it before the second briefing session.

Finding Zoom to download.

For Chromebooks, you need to go to the Google Web Store (https://chrome.google.com/webstore/category/extensions) and look for Zoom – download the app version of Zoom, NOT the google chrome extension version. There are a variety of Zoom's available for download – you need to find an app version for each unique device. They can be tricky to find but usually exist. For iPhone and Android, use the App stores (App store/Google Play respectively).

- 10. <u>Take notes on who needs Zoom to be installed.</u> Tell the children that the researchers are happy to get in touch with the parents should they wish we will reattempt the installation at the second briefing.
- 11. Make sure everyone is happy so far. Check that everyone understands what the project is about.
- 12. Depending on how many children are participating the first questionnaire can be administered now. This is also a good opportunity for the children to practice connecting to the wireless devices. Give each child an iPad. They should be walked through how to connect to the wireless device, then complete the questionnaire (follow questionnaire administration steps) while connected to the device. While they do that, demonstrate with the others either:

Screen-sharing (use your own or their device (if they have Zoom installed)) – you can use a Kids Online university account to do this, <u>BUT</u> make sure to record which one was used, so we have a record of this. We will need to exclude this from the Zoom data when we eventually download everything.

OR

Continue making sure that everyone can find and download Zoom to their devices. Use one of our wireless devices to do this.

- 13. <u>STRESS</u> the importance of them <u>SHARING THEIR SCREEN + DEVICE AUDIO</u> WHILE RECORDING WITH ZOOM.
- 14. Talk briefly about 3rd party interactions/applications. Some apps (like Snapchat) will notify other users that you are screen recording, they may ask you about it. Others may notice in passing that you are recording your screen. Most people won't notice or will not mind, some may ask you questions and if they do, we suggest that you copy and paste the following message:

'I am currently participating in research run by the University of Otago about children's online world. As part of the study I am recording my time on my devices. This means people I connect with online may be recorded. However, there are strict rules in place that mean that your personal information will not be shown to the public. If you do not wish to be recorded, I can stop recording.'

We will text this to you.

- 15. Check that you can access the children's digital balance information which you will do at the review session.
- 16. Reiterate that the children are welcome to leave the study at any point up until their data is analysed.

Briefing - Session 2

- 1. Check children have hand out instruction sheets key instructions + digital balance or provide another copy.
- 2. Go through the instruction sheet with them briefly talk to main points screen-sharing/audio sharing etc.
- 3. Ensure the children know how to connect to the wireless device. This may require that you teach them how to navigate their device settings in order to locate the wireless network name within their WiFi network menu. The passwords are on the back of the device (Key), as is the name of the device network (SSID) they are to connect to. It takes a while for the wireless device to boot up and for it to start propagating the network.
- **4.** When devices lock or sleep, Zoom will stop recording. Therefore, we need to turn-off the auto-lock function on each participant's device wherever possible. If this is not possible, set the automatic screen-locking delay time to the maximum setting e.g. 30 mins. Zoom will stop recording when the phone locks. This will disrupt data collection.
- 5. Demonstrate how to use Zoom (open Zoom, login to account, start new meeting, share screen and device audio) on the participant's phone and/or other devices. Ideally, this should be done one on one. Then, ask the child to open Zoom and go through the above steps, independently. We need to clarify at this point that they do not need to share their own video, just their screens and the device audio. Once you are confident that a participant can open Zoom and share their screen/device audio adequately, move onto next step.
- 6. Ask participants to disrupt the recording by locking their screen. Show them how this impacts the screen-sharing process and causes it to stop. Get them to start sharing again and show them how to tell it is recording again. Throughout these steps, emphasise the importance that they share their screen and audio, in some cases they may be required to start a new meeting before screen sharing is possible.
- 7. **Get the students to record a short clip with the researchers.** This will serve as a record within the Zoom account we can delete this and any other practice recordings when data is downloaded and we clear the Zoom accounts.
- 8. Confirm that the children have their three Zoom email addresses and passwords. Confirm they have received them. TXT them these again if need be.
- 9. Tell them about reminder texts.
- 10. Ask if hey have any questions... Thank them for their time.
- 11. Questonnaire 1: iPad is to be given to the children one at a time if not completed at initial briefing.

Questionnaire administration protocol:

Make sure iPad is connected to the internet – use one of our wireless devices as this will be easier to troubleshoot than a school's network.

1. Use iPad camera to scan the QR code.

- A researcher must enter the unique participant code into the first page of the
 questionnaire, not the child. Input into the "ID:" field of the questionnaire using the
 code you have assigned them. This code MUST match the one on the school's field
 spreadsheet.
- 3. Navigate to the first question by pushing next.
- 4. Instruct them to answer honestly. Reiterate that their answers are completely anonymous.
- 5. Give them snacks & let them know they can ask guestions if need be.
- 6. Any notes of interest related to each of the questionnaires should be recorded somewhere and then saved as a text file in the relevant participants folder once back at the office. If questionnaires freeze, use the same participant "schoolname1" code but add additional information such as "schoolname1secondattempt". You may need to try a different internet connection (wireless device), another iPad or both simultaneously.
- 7. As the children finish the questionnaire, gather the iPads and pack them away.
- 8. Does anyone have any questions? Respond if need be.
- 9. Confirm the next visit talk briefly about the second questionnaire, and the height/weight measurements + participant response.

Make sure they are all happy and know how to contact one of the researchers (Moira, Marcus, Louise).

Back at the office, day before first study day:

- 1. Make sure the demographic information has been put into the master study spreadsheet.
- 2. Set up the multiTXT (Marcus to demonstrate how this works) or manually send the following texts each day. 3x texts per day, for four days. This is to remind them to share their screens and device audio, to use & charge the equipment, and that we are there to help should they encounter any problems.
- 3. Be available to answer questions on the Kids Online phone while data is being collected.

Reminder texts to be sent:

a.) To be sent daily at @7am:

"Good morning, just a friendly reminder to use Zoom and to share your screen, microphone & device audio. Try your best to record as much as possible. Use the battery pack and the wireless device if you need to charge anything or need a WiFi connection. If you have any problems, please don't hesitate to get in touch! Have a great day,

The Kids Online Team".

b.) To be daily sent @3pm:

"Hey there, just another friendly reminder to keep using Zoom to share your screen, microphone & device audio. Please use your devices as you would normally. Using Zoom drains the battery quickly, so keep the battery pack handy. Use the equipment as needed ⓐ.

Thanks,
The Kids Online team".

c.) To be sent daily at 8pm:

"Hi again, please continue sharing your screen, microphone & device audio up until you go to bed. Remember to charge your devices, and the wireless device & the battery pack over-night. If you have any problems, please get in touch!

Thanks for all your hard work!

The Kids Online team". Equipment collection protocol

On the day prior to going back to the school for the review session;

1. Remind the participants to bring back their study equipment. To be sent at 8pm on day before review session:

"Hey there. Please make sure to bring back all the study equipment to school with you tomorrow (3).

Thanks,

The Kids Online team".

- 2. Because the review sessions are staggered, also make sure to text the participants with their specified times. Maximum = groups of 3 children at a time. Best to do in pairs when possible.
- 3. Check scale batteries work. Bring extra if needed.
- 4. Ensure all stadiometer pieces are packed.

Take with you to the review session:

- Laptop(s) + external hard drive make sure they are charged, and all retrieved Zoom content has been downloaded onto hard drive.
- Multiple iPads for the exit questionnaire.
- Second QR code or URL link to questionnaire.
- Pens x 2.
- Participant response sheets for each participant.
- Wireless devices at least 2 these will be used to provide internet for iPads/questionnaires.
- Snacks for the children e.g. mandarins, muesli mix, biscuits.
- Scales x2 extra batteries if needed.
- Plywood board for use with scales when necessary.
- Spirit level incase measurements fluctuate abnormally; check floor surface is level.
- Stadiometer.
- Printed certificates of participation.

Review Session Protocol

At the office Monday/Tuesday following data collection.

Copy all retrieved Zoom content (from the NZ Kids Online HCS server) to the Kids Online hard drive or University laptop and take to review.

Ask participants if they feel like they have anything that they would like to review or
wish to delete. Remind them of anonymity e.g. passwords and pictures of people will
be anonymised (blurred). If so, record the exact file name and the timestamps
corresponding to the portion of the video they want deleted.
Collect the equipment and record on the participant response sheet
 Power bank/ brick + USB to phone cable
 Alcatel portable Wi- Fi devices + charging cable
 Alcatel power adapter + cable
Take the weight measurements
Take the height measurements
Pass around the iPads and get the child to complete the second questionnaire. N.B.
Make sure that you, the researcher, input the child ID (e.g. Schoolname#) correctly
before letting the child responds to the questions
Complete the participation response sheet – by hand or online
Give the child a participation certificate

Participant response sheet

☐ Thank the participant.

Participant number					
Date					
Equipment box	Yes				
complete?	No – pleas	e state what i	s missing:		
Height (cm) (3 measures)	+	+	=	/3 =	
Weight (kg) (3 measures)	+	+	=	/3 =	
Material to be deleted					
Note time/date					

We asked you to use the online space as you normally do. Did you do anything differently due to being in the study? Can you tell me about that please?	
How much of your time do you think you recorded?	 □ All of it □ Most of it □ Some of □ A small amount □ Nothing
Could you tell me about that please? Why? Why not?	
Analytics	☐ Completed ☐ Not completed
Participant certificate	☐ Given

Height/weight measurement protocol

Researchers need to take the children's height and weight measurements using the scales and stadiometers, on a FLAT floor (not carpet). Use the plywood board if necessary. Use a spirit level to assess flatness of floor if needed. Needs to be somewhere private & done one child at a time, as it may be embarrassing for certain students.

- 1. Set up stadiometer and scales
- 2. "Now, if it's ok with you I'd like to measure your height and weight"
- 3. Ask participant to remove shoes, socks, jacket and anything in pockets

Height:

- 1. Ask participant to stand on stadiometer with feet together, and back of heels resting gently on blue triangle at the back
- 2. Assess if participant is standing straight with shoulders pulled back, if not then ask them to straighten up either by leaning forward or back
- 3. Assess if head is level, ensuring it is in Frankfort plane (that bottom of eyes level with inner ear flap)

- 4. Ask participant to draw in big breath and hold as they draw in breath to maximum, bring slider down to top of head, and ask participant to step off stadiometer, recording height measurement in cm on participant response sheet
- 5. Repeat readings twice more, and then average.

Weight:

- 1. Ask participant to step on scale and remain as still as possible with feet spread evenly across scale surface
- 2. Wait for weight value to register, and then record the participant's weight in kilograms.
- 3. Ask participant to step off scale
- 4. Repeat steps 1-3 twice more
- 5. Then average the measurements
- 6. Ask participant to put shoes back on and any clothing previously removed
- 7. Thank the participant.

Second questionnaire:

- Make sure iPad is connected to wireless network for Wifi access
- Give the participant an iPad, scan QR code for them and also, input their assigned ID code into the ID field on first page of questionnaire. N.B. Imperative this is done accurately.
- Ask participant to complete questionnaire, ensuring it is submitted properly.
- Give snacks.
- Troubleshooting: Same as questionnaire 1 record notes, save these as a text file when back in the office.
- Give child certificate and thank them for their time.

Alcatel Link Zone technical configuration

Should you need it (unlikely), either follow the instructions below or ask Marcus to look at it.

To log into the Vodafone portal for an individual wireless device, two things are required:

- 1.) You must have the Alcatel "Link App" installed on the mobile phone or device you are trying to use and connect to the Linkzone device. The name of the network is found on the back of the device, directly following the "SSID" field. The password (numbers) can be found next to the "Key" field. Once connected, log in to the Link App using the password "admin".
- 2.) You can now access the Vodafone portal for this device.
 - Access the portal via http://192.168.1.1
 - The password is also "admin" here.

If you can't get this to work, try to close the Link App applications (if open on phone etc.) and any web pages that are open. The following order is important. You must connect the device via the Link App **BEFORE** accessing the Vodafone portal. If you don't – you will likely see a "Reboot" message when attempting to log into the Vodafone portal. *

NZ Kids Online 2021 Research for kids, by kids

First, thank you for taking part and welcome to your new role as a researcher! This page outlines the most important bits of information for you to keep in mind while participating. If you have anything you'd like to talk about, you can always contact one of the researchers. There are no silly questions, so please don't hesitate!

1.) This study is **NOT** about getting you in trouble or judging you. Not at all!

It's <u>important</u> that you <u>use the internet as you normally would</u>. All your recordings will be anonymized and stored securely. Remember that you will review your screen-shared recordings before the researchers look at them. **If there's something you don't want us to see, that's fine, it will be deleted – no questions asked.**

2.) Download Zoom

- Visit https://zoom.us using an internet browser, such as Google Chrome or Safari , or search for Zoom within an app store like Apple Store or Google Play
- Download Zoom to your phone/laptop/desktop/tablet/chromebook.
- Click on the downloaded installer
 once download is complete. Then follow the instructions.
- 3.) Login to Zoom on each one of the devices you use (you have been given 3 accounts to use with up to 3 devices)



4.) Remember to always open Zoom and start a new meeting whenever you use your phone or other device

- <u>Start a new meeting</u>



- Tap/click on new meeting
- Then click
 Start a meeting
- 5.) Once you've started a new meeting..... SHARE YOUR SCREEN & YOUR MICROPHONE + DEVICE AUDIO. Click ON the green box with the black arrow in it. A pop-up menu will appear asking you which screen to share (select your main screen this is usually no.1). Additionally, make sure that you've selected "Share sound" too. This is the internal device sound, basically all the sound that appears on websites and in videos, music etc. This is not the external sound that the microphone would hear and record.



There are 3 words to remember while you're participating as a researcher on each of the study days; "Share" + "Screen" + "Sound". If you don't share your screen, Zoom will just record a blank screen . You're using Zoom to share your screen, so it needs to be open and running. Use it as much as you can realistically manage.

Imagine that Zoom is an extension of your eyes. Unless you're sleeping, they're pretty much always open. During the study days, Zoom should be those eyes, mostly open. Whenever you're online, keep Zoom open — make sure that you have started a new meeting and that you have selected "Share Screen". As much as possible. Again, we will delete anything you don't want us to see, so just do what you usually do online.



You'll see the green banner saying "You are screen sharing" when you are sharing your screen. This is **GOOD**. Only use the "Stop" share button when you really need to, such as before going to sleep or putting your devices away while playing a sport.

- **6.)** Remember to use the **different ZOOM accounts** for your **different devices**. Once you first sign in, try your best to stay signed in. Don't panic if you've lost your password card or forgotten the passwords/login emails, you can text us and we can send these to you via text!
- 7.) Keep your devices charged or plugged in
- 8.) Use the portable Wi-Fi devices when you do not have Wifi at home or while you are out and about.



The Link Zone Wi-Fi devices allow you to use your devices (phone/laptops/tablets etc.) when you do not have Wifi. Only use it if you would usually use data. This can be on the bus, in town, up a tree, at home – wherever there is mobile phone reception. Make sure to connect to them so you don't use your own mobile data. To connect:

1.) U - Hold the power button down until all four symbols light up – all four symbols will illuminate blue.

The signal bars will flicker while the device connects to the network – the reception bars will then remain blue followed by the WiFi symbol 7, which will turn solid blue. The Wi-Fi is now active and you can connect.

- 2.) The network name can be found on the back of the device by "SSID:".
- 3.) The password for this network is: the numbers appearing on the back by "Key:"
- 4.) The battery symbol will flash blue every so often. This is good, it just means the device is on. When the light appears red, the battery is getting low.
- 5.) Plug the device in when this symbol appears red. Charge it overnight.
- 6.) You can keep the device on for as long as you want, just keep it charged and/or plugged in!
- 7.) If you hold the power button when the device is on, all four symbols will light up before disappearing. Switch the device off when you aren't going to be using it for a while, or keep it charging.

Apple iPhone's:

- First, go to "Settings"
- Next, we want to find "Auto-Lock". Depending on your model of iPhone you will find "Auto-Lock" within the "General" , or "Display & Brightness" folders.
- Make sure "Auto-Lock" is set to "Never". This will prevent your phone from automatically locking itself.

Android instructions:



- First, go to "Settings"
- Go to display
- Tap on sleep switch to "never" if possible

If this is not possible, go to settings, tap on battery →then more battery settings. Then turn on "stay connected when device sleeps".

Stay connected when device sleeps
Your Wi-Fi or mobile data connection will stay
on after the screen turns off.



What if I can't switch off automatic lock or sleep 2 That's ok! You will need to remember to open Zoom every time you go online, start a new meeting, and share your screen again 🐵

What if my device or computer has accidentally stopped recording on Zoom?

Don't worry, just log back in and start recording from when you notice

What if I am at school and my device battery is going flat (e.g. <20%)?

If your school allows it, please plug your device in to a wall socket.

What if I am out and about (not at home or at school) and my device battery is going flat (e.g. <20%)?

Don't worry, please plug your device into the battery pack provided by the researchers.

Once you get to somewhere with a wall socket, you may need to plug both the device AND the battery pack in again, to make sure they are charged.

Letting people know about the study

Due to the nature of the study, people you talk to while you're sharing your screen may be recorded. It is a good idea to let people know this. Some applications will alert people that you're talking to that they are being recorded. You could tell them using your own words or feel free to copy & paste this paragraph;

"I am currently participating in research run by the University of Otago, Wellington about children's online worlds. As part of the study, I am recording my tie on my electronic devices. This means people I connect with ay be recorded. However, there are strict protocols in place to ensure that no personal information will be disclosed. If you do not wish to be recorded, I can stop recording."

Researcher contact details:

Marcus Gurtner 021 279 1912 Marcu.gurtner@otago.ac.nz Professor Louise Signal 021 032 4720 louise.signal@otago.ac.nz



Kids Online: Children's experiences of the online world, their interaction with it, and the impact on their wellbeing.

INFORMATION SHEET FOR STUDENTS

Thank you for showing an interest in this research. Before you decide if you want to take part in this study, please read this information sheet carefully. It is important that you understand why we are doing this study and what you might be asked to do.

You do not have to take part in this study. If you decide to take part, talk to your parents or caregiver. If they agree that you can participate, please ask them to complete the parent's consent form. Please also ask them to fill in the "CHILD INFORMATION" sheet. Bring your own completed consent form, as well as your parents or caregivers, back to school with you.

What is this research about?

Increasingly life is lived online; on phones, computers and tablets. Yet little is known about children's online experiences. This research aims to explore children's experiences of the online world, how they interact with it, and how it may impact their wellbeing. It is one of the first studies like this in the world.

Why have you been invited to take part?

We aim to include 180 Year 8 students from schools in the Wellington region in our study. Your school has been randomly selected and has agreed to be involved in this research. We have invited a random sample of Year 8 students from your school to consider participating. You do not have to take part in this study if you do not want to. If you agree, it is possible that you may not be included in the full study. This will not be because of anything you did or didn't do; it is solely due to the fact that only so many students can take part.

What is the benefit of taking part?

We know children are spending more and more time online, both at home and at school. We know there are immense potential benefits from having access to a

global network of people and information. Unfortunately, there are also potential harms related to the content available online, and from the decreased time spent doing other activities. Children have unique knowledge of the world and can provide valuable insights into our understanding of their lives and the online environment in which they learn and play. For this research, children's perspectives are the most important. It would not be possible without them. If you take part, you will have an opportunity to share your unique perspective, learn about research, and participate as a researcher yourself. Ultimately, this research aims to learn more about the online worlds of children, what they think about it, and how it might be improved.

In a recent pilot study, five Year 8 children from a school in the Wellington Region successfully used Zoom to capture two days of their online time. The children who participated were keen to take part, experienced no difficulties with undertaking the study, and said that it was "fun" and "exciting" to be involved. The school principal and teachers involved in the study provided very positive feedback about both the study, as well as working with the research team.

If you take part in the study what will you be asked to do?

You will be asked to use the collaboration software "Zoom" to make recordings of your online activity for four days. You will also be asked to answer two questionnaires. At a briefing session at your school, you will be taught how to install and use the Zoom software on each of the devices you use. Please bring all portable devices along (phone, laptop, tablet). You will be provided with a portable battery pack, charging cables, and a portable wireless device loaded with mobile data. The extra data is needed as recording using Zoom is data-intensive. We do not want you to use your own data.

Can I change my mind and withdraw from the study?

You can stop taking part at any time until the information is analysed. You don't have to give us a reason.

What data or information will be collected and how will you use it?

The recordings will be used to show us the sorts of things you come across while online and will be saved onto a secure Otago University server. We will not look at your recordings before asking you whether you would like anything deleted. If you do, you will have the opportunity to review your recordings and let the researchers know which parts to delete. After this, the recordings will be kept by us to analyse. The information you provide will only be seen by us and we will keep whatever information you provide private. We will write about the things you recorded online. Your name will not be on anything the researcher

writes up relating to this study, and it will not be possible to identify you or your recording.

What if I have any questions?

If you have any questions now, during or after the study you can talk to us, on your own or with a parent or caregiver. Please do not hesitate to get in touch about anything relating to the research. There are no "dumb" questions or concerns. You can always contact us if you need to, please contact either:

Professor Louise Signal	Marcus Gurtner
Department of Public Health	Department of Public Health
University of Otago, Wellington	University of Otago, Wellington
Louise.signal@otago.ac.nz 021 032 4720	Marcus.gurtner@otago.ac.nz 021 279 1912

This study has been approved by the University of Otago Human Ethics Committee (Reference: 20/006). If you have any concerns about the ethical conduct of the research you may contact the Committee through the Human Ethics Committee Administrator (ph: +643 479 8256 or email gary.witte@otago.ac.nz). Any issues you raise will be treated in confidence and investigated and you will be informed of the outcome.



Kids Online: Children's experiences of the online world, their interaction with it, and the impact on their wellbeing.

INFORMATION SHEET FOR PARENTS, GUARDIANS OR CAREGIVERS

Thank you for showing an interest in this. Please read this information sheet carefully before deciding whether or not your child should participate. If your child is willing to participate and you agree, we thank you. If your child is not interested or you decide that you do not want them to take part, there will be no disadvantage to you or your child, and we thank you for considering our request.

What is the aim of the Kids Online research?

Increasingly life is lived online; on devices such as iPhone's, laptops and tablets. Yet little is known about the real-time online experiences of children. This research aims to explore children's experiences of the online world, their interaction with it, and the impact on their wellbeing. It is one of the first in the world to capture children's real-time online activity. It does so by using the in-built recording function of "Zoom", a collaboration software. This study is led by researchers from the University of Otago, Wellington, and has been approved by the University of Otago Human Ethics Committee (Reference: 20/006).

Who would we like to participate?

We aim to include a random sample of 180 Year 8 students from schools in the Wellington Region. Your child's school was selected and has agreed to be involved in the study, and we have selected your child as a potential participant.

What are the benefits of taking part?

We know children are spending more and more time online, both at home and at school. We know there are immense potential benefits from having access to a global network of people and information. Unfortunately, there are also potential harms related to the content available online, and from the decreased time spent doing other activities. Children have unique knowledge of the world and can provide valuable insights into our understanding of their lives and the online environment in which they learn and play. For this research, children's perspectives are the most important and would not be possible without them. Children will be provided with an opportunity to share their unique perspectives, learn about research, and participate as researchers themselves. Ultimately, this research aims to learn more about the online worlds of children, what they think about it, and how it might be improved.

In a recent pilot study, five Year 8 children from a school in the Wellington Region successfully used Zoom to capture two days of their online time. The children who participated were keen to take part, experienced no difficulties with undertaking the study, and said that it was "fun" and "exciting" to be involved. The school principal and teachers involved in the study provided very positive feedback about both the study, as well as working with the research team.

What will your child and you be asked to do?

If your child is selected to participate in the full study, they will be asked to Zoom to record their online activity for four days. They will also be asked to answer two questionnaires. At a briefing session at your child's school, they will be taught how to install and use the "Zoom" software on each of the devices they use. They will be asked to bring all of their own portable devices to this meeting (phone, laptop, tablet). They will then use Zoom to record "screenshare" videos of their online activity while using these devices. They will be asked to proceed to use the internet as they normally would during the four recording days. They will also be briefed on the ethical issues associated with the use of screen recording software. They will also be asked to fill out the first of two questionnaires.

They will be provided with a portable battery pack, charging cables, and a portable wireless device loaded with mobile data. They are asked to connect to this device when home, school, or other trusted wireless networks are either unavailable, or when any of these networks have limited data-caps. This is to prevent any additional costs being incurred while using Zoom to record as recording is data-intensive. Text messages will be sent to your child and/or you, to remind them to use Zoom on the study days and to charge their devices. You will be given researcher contact numbers in case you have any queries or require any support. Please don't hesitate to get in touch.

Following the four days of recording, all Zoom recordings will be downloaded from the University owned Zoom accounts to a highly secure university server. They will then be deleted from the Zoom accounts. All retrieved content will remain stored on secure university servers for a period of 5 years, as required by the University. It will then be permanently deleted.

What data or information will be collected and what use will be made of it?

Four days of online activity will be recorded. Your child will be asked whether they would like the researchers to delete any personal or sensitive content appearing as part of their recordings at a review session. If so, children will review their recordings and show the researchers what they want deleted. Following this, children will have no further access to their recordings. They will then be analysed by the research team. You may also withdraw any information that you or your child have already provided, at any time up until it is analysed.

The two questionnaires completed by your child will also be analysed by the research team. The questions appearing in both questionnaires have been reviewed by the Human Ethics Committee. If your child feels uncomfortable answering any of the questions at any stage, they are not required to respond. They will be told this at the briefing and review sessions, prior to being asked to complete the questionnaires.

The results of this research may be published. If so, this material will be available in the University of Otago Library. However, content will be carefully chosen to ensure anonymity. In any published content we will blur out/delete any personal or identifiable information. You will be provided with a copy of the results should you wish.

If you have any questions about this research, either now or in the future, please contact:

Dr Moira Smith
Department of Public Health
University of Otago, Wellington
moira.smith@otago.ac.nz
021 476 099
D U

If you agree, please complete the consent form. Please also complete the "CHILD INFORMATION" survey to ensure we have accurate information about your child. Thank you.



Kids Online: Children's experiences of the online world, their interaction with it, and the impact on their wellbeing.

INFORMATION SHEET FOR PARTICIPATING SCHOOLS

Thank you for showing an interest in this research. Please read this information sheet carefully before deciding whether or not you would like your school to participate. If you allow your school to participate we thank you. If not, we thank you for considering our request.

What is the aim of the Kids Online research?

Increasingly life is lived online; on devices such as iPhone's, laptops and tablets. Yet little is known about the real-time online experiences of children. This research aims to explore children's experiences of the online world, their interaction with it, and the impact on their wellbeing. It is one of the first in the world to capture children's real-time online activity. It does so by using the in-built recording function of "Zoom", a collaboration software. This study is led by researchers from the University of Otago, Wellington, and has been approved by the University of Otago Human Ethics Committee (Reference: 20/006).

What are the benefits of taking part?

We know children are spending more and more time online, both at home and at school. We know there are immense potential benefits from having access to a global network of people and information. Unfortunately, there are also potential harms related to the content available online, and from the decreased time spent doing other activities. Children have unique knowledge of the world and can provide valuable insights into our understanding of their lives and the online environment in which they learn and play. For this research, children's perspectives are the most important and would not be possible without them. Children will be provided with an opportunity to share their unique perspectives, learn about research, and participate as researchers themselves. Ultimately, this research aims to learn more about the online worlds of children, what they think about it, and how it might be improved.

In a recent pilot study, five Year 8 children from a school in the Wellington Region successfully used Zoom to capture two days of their online time. The children who participated were keen to take part, experienced no difficulties with undertaking the study, and said that it was "fun" and "exciting" to be involved. The school principal and teachers involved in the study provided very positive feedback about both the study, as well as working with the research team.

What will the children be asked to do?

The study involves four sessions with the children. First, a 30-minute group meeting will be held to invite a group of randomly selected Year 8 children to participate in this study. Students will be given an initial briefing and asked to consider whether they wish to participate, to consult their parents/caregivers, and to complete the forms provided. They will be asked to bring these back with them to school. Basic demographic data will be collected at this stage. They will be advised that it is possible that some consenting children will not be selected to participate. We will be asking those who are selected to take part to use Zoom to record their online activity for four days, two weekdays and two weekend days. These children will also be asked to complete two short questionnaires.

The second session will take about 60 minutes with the consenting children selected. The third will be a brief individual follow-up of about 15 minutes to check that they understand how to collect data, preferably the day before data is to be collected. At these sessions they will be asked to bring their own portable devices (phone, laptop, tablet) to this meeting. At this meeting they will learn about what they will be doing and how to use the technology. They will also be briefed on the ethical issues associated with the use of "screen-share" recording software. Researchers will show the children how to use Zoom to record their online activity on the devices they use (e.g. laptops, desktops, tablets, phones). The data will be recorded to a secure University of Otago server. Children will also be asked to complete one short questionnaire about their knowledge of, attitudes towards, and interaction with the online world. They will be asked to proceed to use the internet as they normally would during the study days.

The children will be provided with a portable battery pack, charging cables, and a portable wireless device loaded with mobile data. They are asked to connect to this device when home, school, or other trusted wireless networks are either unavailable, or when any of these networks have limited data-caps. This is to prevent any additional costs being incurred while using Zoom to record as recording is data-intensive. So that we can remind the children to record their activity and recharge their devices, we will also ask each child and parent for a contact phone number. Text messages will be sent to the children to remind them of these tasks on the study days. They will also be given researcher contact numbers in case they have any queries or require any support. The provided equipment is the property of the University of Otago, Wellington, and must be returned to the researchers at the completion of each data collection period. Your school will not be liable for any loss or breakage of equipment. We will also remind the children to bring this equipment back to school with them.

The fourth session will take place the following week. Researchers will meet each child individually for approximately 20 minutes. We will not look at the recordings before asking the child whether they would like anything deleted. If they do, they will have the opportunity to review their recordings and let the researchers know which parts to delete. Following this, any data that needs to be deleted will be actioned they will have no further access to the information they have collected. This content will then become the property of the University of Otago. Children will also be asked to complete the second questionnaire about their health and wellbeing. If the children feel uncomfortable answering any of the

questions at any stage, they can choose not to answer. At the completion of this session (total time 60 minutes), each participant will be given a certificate of participation.

What will the school be asked to do?

First, we wish to seek your advice about the potential of undertaking this research at your school and if agreed, get your written consent to proceed. We would also ask for your assistance with participant recruitment, including distributing and collecting the participant/parental information sheets and consent forms. We would also require a quiet space somewhere in the school to meet with the children for each of the three sessions.

How will we keep the information safe?

We have several safeguards in place to protect the privacy of the participants and anyone who may appear in the online content recorded:

- To ensure control over the use and security of the information, only the researchers involved in the study will have access to the content collected. All researchers must abide by the confidentiality agreements of Otago University, as well as the approved ethical protocol.
- The collected content will be stored on a secure server at the University of Otago. Only members of the Kids Online research team will have access to this server. All data will be kept in secure storage for five years and then destroyed (as per the requirements of the approved ethical protocol).
- You may withdraw your school from participating in this research at any time up until the data is analysed.

What will we do with the information?

The results of the project may be published and will be available in the University of Otago Library. However, this will be carefully chosen to ensure anonymity. In any published content we will blur out any personal or identifiable information. Upon completion of the research you will be provided with a copy of the results should you wish.

If you have any questions about our project either now or in the future, please feel free to contact:

Professor Louise Signal	Dr Moira Smith
Department of Public Health	Department of Public Health
University of Otago, Wellington	University of Otago, Wellington
Louise.signal@otago.ac.nz	Moira.smith@otago.ac.nz
021 032 4720	021 476 099

This study has been approved by the University of Otago Human Ethics Committee (Reference: 20/006). If you have any concerns about the ethical conduct of the research you may contact the Committee through the Human Ethics Committee Administrator (ph 03 479 8256). Any issues you raise will be treated in confidence and investigated and you will be informed of the outcome.



Kids Online: Children's experiences of the online world, their interaction with it, and the impact on their wellbeing.

CONSENT FORM FOR PARTICIPATING SCHOOLS

I have read the "information sheet for schools" and understand the purpose and aims of this research. I understand what will be asked of the school. All of my questions have been answered to my satisfaction. I recognise that I can ask for further information at any stage.

I acknowledge that:

- 1. The school's involvement in this study is entirely voluntary.
- 2. This study aims to explore children's experiences of the online world, their interaction with it, and the impact on their wellbeing.
- 3. Our school can withdraw from this study at any time up until the data has been analyzed.
- 4. I understand that not all the consenting children will be selected to participate.
- 5. Student participants will be using the screen recording software Zoom during school time, on school grounds and in other contexts.
- 6. The equipment kit, including the battery packs, charging cables and Alcatel Linkzone's (wireless devices), are the property of the University of Otago and participants will be asked to return the kit to the research team following data collection.
- 7. Members of the research team will be meeting with the participants on school grounds, during school hours.
- 8. The results of the research, including images from screen recordings, may be published in journals, talked about at conferences, and will be available in the University of Otago Library. Any information published will have all identifying details, for example your school name, and the names of staff and students removed. The student recordings may capture details regarding staff and students, but all identifiable information will be blurred out in any content used in any publications

resulting from the study. This will be done to protect the privacy of those who appear in that content.

9.	Upon completion of the research, a copy of the results can be provided if you wish:			
	☐ Yes	□ No		
10	. To thank them for their participation, participation at the completion of the stu		certificate of	
l agre	e for our school to participate in this study			
Facilit	ating Teacher			
	Signed	Date	e	
Schoo	Principal			
	Signed	Dat	te	



This study has been reviewed and approved by the University of Otago Human Ethics Committee Ethics Approval (Reference: 20/006). If you have any concerns about the ethical conduct of the research you may contact the Committee through the Human Ethics Committee Administrator (ph 03 479 8256). Any issues you raise will be treated in confidence and investigated and you will be informed of the outcome.



Kids Online

CONSENT FORM FOR STUDENTS

I have been told about this research, read the information sheet, and I understand what it is about. All of my questions have been answered in a way that makes sense to me.

I know that:

- 1. This research aims to explore children's experiences of the online world, how they interact with it, and how it may impact their wellbeing.
- 2. I don't have to take part in this research project if I don't want to.
- 3. Nothing will happen to me if I choose not to take part in the project.
- 4. I can stop taking part at any time until the information is analysed. I don't have to give a reason.
- 5. I will be asked to record all my online activity for four days. This recording will be saved to a secure Otago University server.
- 6. I will be asked to complete two questionnaires. One at the initial briefing meeting, and one once I have completed my four days of recording.
- 7. I will have an opportunity to tell the researchers whether I would like anything I recorded to be deleted. If so, they will do this before looking

at my recordings. After this point, I won't be able to see the recordings again. They will be given to the researchers to look after and analyse.

- 8. The information I provide for this project will only be seen by the researchers. They will keep whatever I provide private.
- 9. The results of the project may be published and will be available in the University of Otago Library. However, this will be carefully chosen to ensure anonymity. In any published content we will blur out any personal or identifiable information. Upon completion of the research, you will be provided with a copy of the results should you wish.
- 10. If I have any worries or if I have any other questions about any part of the study, I can talk to the researchers about them.

, ,		archers to recontact y tion related to this pr	•
У	es 🔲	No	
I agree to take part	in the study:		
Signe	ed	 .	Date
 Name pri	inted		

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Kids Online

CONSENT FORM FOR PARENTS, GUARDIANS OR CAREGIVERS OF CHILD PARTICIPANTS

I have read the "Information Sheet" concerning this research and understand what it is about. All my questions have been answered to my satisfaction. I understand that I am free to request further information at any stage.

I know that:

- 1. My child's participation in the research is entirely voluntary.
- 2. I am free to withdraw my child from the research at any time up until data analysis without any disadvantage.
- 3. This research aims to explore, in real time, children's experiences of the online world, their interaction with it, and the impact on their wellbeing.
- 4. My child will use Zoom to record their online activity for four days.
- 5. My child should use the provided wireless device (Alcatel LinkZone) when they are not connected to a home, school, or other trusted internet connection. This is to prevent any additional cost related to mobile data usage as part of the recording process.
- 6. My child will be asked whether they would like the researchers to delete anything they had recorded, prior to the researchers viewing their recordings. After this point, they will no longer have access to the recordings. Their recordings will be downloaded onto a secure, password protected Otago University server. They will only be accessed by members of the research team. The screen recordings will be deleted from the University of Otago Zoom accounts immediately after they have been downloaded.
- 7. All remaining content (screen recordings & child information) will be securely stored for 5 years as required by the University. It will then be destroyed.
- 8. The results of the project may be published and available in the University of Otago Library. However, no identifying details will be included in any published information.

	Are you willing to allow your child to be recontacted to be invited to participate in further data collection related to this project?		
Yes		No	
I agree for my child to take part in the	nis project:		
(Signature of parent/guardi	an)	(Date)	
(Name of child)			
If you wish to receive a copy of the i	research findings, please p	provide email details below:	
(Email address of parent/guar	dian)		

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NZ Kids Online 2021

CHILD INFORMATION

To be completed by a parent or caregiver

1. Is yo	ur child?
	Male
	Female
	t is your child's date of birth? th ethnic group does your child belong to? (Mark all the spaces that apply)
	New Zealand European
	Māori
	Samoan
	Cook Island Maori
	Tongan
	Niuean
	Chinese
4.	Indian
	Other such as DUTCH, JAPANESE, TOKELAUAN. Please state:
	What is your child's home address?

5. Please provide a telephone number so that we can contact you or your child to remind them to record their online activity on the specified dates.

Pa	rent's number	
Ch	uild's number	
6.	In the last 12 months have you personally been forced to buy cheaper food so that you could pay for other things you need?	Yes / No
	In the last 12 months have you personally been out of paid work at any time for more than one month?	Yes / No
	*No if retired and for full-time care-givers/homemakers	
	In the 12 months ending today did you yourself receive payments from any of these three	Yes / No
	benefits: Jobseeker Support, Sole Parent Support or Supported Living Payment?	
	In the last 12 months have you personally put up with feeling cold to save heating costs?	Yes / No
	In the last 12 months have you personally made use of special food grants or food banks because you did not have enough money for food?	Yes / No
	In the last 12 months have you personally continued wearing shoes with holes because you could not afford replacements?	Yes / No
	In the last 12 months have you personally gone without fresh fruit and vegetables, often, so that you could pay for other things you needed?	Yes / No
	In the last 12 months have you personally received help in the form of clothes or money from a community organisation (like the Salvation Army?)	Yes / No

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