



# Using apps (e.g. Kahoot, Quizlet) in your teaching: Guidelines for Instructors

## Introduction

Using tools like *Kahoot!* and *Quizlet* in your online teaching can greatly enhance the learner experience. However, it is crucial to ensure that these 3rd-party tools are used in a way that respects and protects the privacy of all users.

To help you, CTLR has created guidelines for the responsible and privacy-compliant use of 3rd-party apps. By adhering to these guidelines, you can foster a secure and trustworthy learning environment, safeguarding personal data while leveraging the benefits of innovative and fun online tools.

If you prefer to read offline, you can [download a PDF version of these guidelines](#).

These guidelines were inspired by, and borrow from similar guidelines created by [KPU](#) and [UBC](#).

---

## FIPPA and Student Privacy

An important consideration when choosing learning technologies (tools, apps, cloud-based services, etc.) is the protection of students' **privacy**.

The *Freedom of Information and Protection of Privacy Act* (FIPPA) is the BC provincial legislation that concerns the public's right to access information held by public bodies, and the protection of individuals' privacy. As legislation, public bodies are only permitted to collect, use, and disclose personal information as authorized by FIPPA; as a public body, VCC needs to ensure that all its activities, programs, and services are compliant with FIPPA, including classroom activities and technologies required for learning outcomes.

## What is Personal Information?

Under FIPPA, personal information is “recorded information about an identifiable individual other than business contact information”. For students, personal information can include, but is not limited to:

- Name, age, sex, weight, height
- Home address, phone number, email address
- Race, ethnic origin, sexual orientation
- Medical information
- Health care history, including physical or mental disability
- Student number
- Marital or family status
- Religion

- Educational history (this includes names of schools, colleges or universities attended, courses taken and grades achieved)
- Personal views or opinions, except if they are about someone else

## How does this affect my teaching?

FIPPA requires that public bodies like VCC conduct Privacy Impact Assessments (PIAs) on any new or significantly changed initiative, including software or other technologies. PIAs assess the privacy and security risks of an initiative and whether they are compliant with FIPPA.

Technologies that have not been procured, assessed with a PIA, and approved by VCC **cannot be required for classroom use**, as they may involve the collection, use, and disclosure of students' personal information (either through registration/setting up an account or in most cases, through what an online tool or app collects on the user).


However, VCC recognizes that other technologies not approved or supported by VCC may support your pedagogical and instructional goals and help your students to build key skills and literacies. These tools can be **recommended** for use in the classroom with the following guidelines.

---

## Guidelines for using 3rd-party applications

1

Before selecting a 3rd-party tool, **investigate whether the same functionality can be provided by using already-approved technologies** (e.g. Moodle, H5P, Kaltura). Instructors can contact [elsupport@vcc.ca](mailto:elsupport@vcc.ca) for assistance.



2

**Inform students**, ideally in the course syllabus and before the registration process, of:

- o Personal information that may be collected through registration
  
- o Personal information and other data that the tool may collect on the user (such as IP address, geographic location, etc.)
  
- o Personal information that the tool may collect through direct interaction with the tool (i.e. what the user inputs into the tool)
  
- o How the tool may use and/or store personal information and other data. Students should be aware that their personal information (or their intellectual property) could be used and stored for other purposes, including storage outside Canada, or sold to third-party companies for marketing purposes
  
- o How students may minimize or opt out of their data being collected

3

**Review the Terms of Service and Privacy Policy** for any tools you use with the class and provide time for a meaningful discussion about how to anonymize personal information online. Give students the opportunity to discuss their concerns.

4

**Encourage students to use an alias** when registering or a throwaway email account to reduce the amount of personal information they may share with a tool, but be clear that tools may still collect, use, and/or sell other information about them, as identified above. (The user is usually the product in a “free” tool!)

5

**Have an instructor discuss and demonstrate a tool in class.** Students can voluntarily choose to use technologies outside of the classroom for their personal use – FIPPA only requires the

classroom and any required learning outcomes to be compliant, but students should still be informed of privacy risks.

6

**Provide an equivalent alternative assignment** for students who opt out of registering for or using third-party technologies that are not approved/assessed by VCC for compliance with FIPPA.

## Not sure if you can use a tool?

Contact [eLSupport@vcc.ca](mailto:eLSupport@vcc.ca) if you are considering using a 3rd-party tool and are not sure if it can conform to these guidelines.

---

## More Information

If you are looking for inspiration, the free eBook [Online Tools for Teaching and Learning](#) by Torrey Trust contains a comprehensive list of 3rd-party apps that are available today. Bear in mind that new tools arrive every day, and older tools also become extinct.

[Teaching with Digital Tools and Apps](#), also by Torrey Trust, is a deeper dive into when and how to use these tools in your teaching. But beware! – the section on privacy is written from a US perspective – BC and Canada have more stringent requirements than those outlined in the eBook.

[Using apps \(e.g. Kahoot, Quizlet\) in your teaching: Guidelines for Instructors](#) © 2025 by Vancouver Community College is licensed under [CC BY-NC 4.0](#)