Access Policy for Eye Tracker

The Tobii T60XL is a valuable research resource. To ensure its sound management, a policy is in place for its use. Sharon O’Brien will be the point of contact and caretaker of the resource.

- The eye tracker may be used by all full-time staff members of CTTS, including post-docs. CTTS PhD students may also use the eye tracker, under guidance from a full-time CTTS staff member.
- All users will endeavour to self-train on the use of the hardware and software (Support documentation is available at: http://www.tobii.com/en/eye-tracking-research/global/support-and-downloads/).
- Non-CTTS DCU staff may be given access to the eye tracker with the following arrangements:
  - Payment of a negotiated access fee for a specific period of time
  - Self-training on the equipment
  - Acknowledgement of the contribution of the CTTS @ DCU in any research outputs arising from the eye tracking sessions and provide us with electronic copies of those research outputs.
  - Willingness to sign the key in and out each day through the SALIS School Office.
  - Granting of ethics approval for the study.
- Visiting researchers to the CTTS may be given access to the eye tracker with the same arrangement as above and:
  - They are accompanied by a member of CTTS while they carry out their sessions (depends on availability).
- The eye tracker is not available to Masters or Undergraduate students.
- To avoid considerable upheaval for those PhD/post-doctoral researchers using the room on a full-time basis, eye-tracker use should be negotiated through Sharon O’Brien. As a guideline, a researcher who has a desk in this room should not be asked to vacate it for more than one day per week or two half days per week. In rare circumstances, other arrangements may be made. We will put a booking system in place, if necessary.
- All users will back-up their study data and ensure they have a copy. (Study data could be removed from the computer at any point.)
- No user will reconfigure the hardware or software or install new programs. If a new program needs to be installed for a study, this will be discussed with Sharon O’Brien in advance.
- Keys will be held only by the following:
  - Sharon O’Brien
  - The PhD/Post-Docs normally resident in the room
  - The School Office
- Keys should not be given to any third parties.