DMJX

Guidelines on the use of hardware and software at DMJX when processing personal information

These guidelines contain information to you as a lecturer or student on which IT programs and digital services (hardware and software), you may use for study and teaching purposes at DMJX, when processing personal information.

DMJX is a communication and media school and there is a great deal of personal information in the school's teaching and study activities. For example, in the form of photographs, video and audio recordings, interviews, digital products, surveys, and research interviews.

Secure handling of personal data starts with you, as student or lecturer. It is important that in connection with teaching or study activities you are aware that personal information must never be shared on platforms or tools without a DMJX license or data processing agreement.

As a student or employee, if you are in doubt about processing personal information in connection with a specific activity, then contact the GDPR Team at krr@dmjx.dk

It is important that all tutors and students follow these guidelines and ask questions or contact helpdesk@dmjx.dk if they need supplementary IT solutions.

1. Examples of approved hardware and software

Below, there is a list of hardware and software that is approved for study and teaching purposes at DMJX in the instances where you save and share personal information. A data processing agreement exists between DMJX and the company behind the relevant technology.

If you use programs that do not appear on the list, it is a requirement you do NOT save or share personal information.

Software/hardware	Description	Users
Microsoft 365 - Word - Excel - PowerPoint - Outlook - Forms - OneDrive for Business (storage and cooperation) - Teams (video, storage and cooperation)	Our office pack which also contains storage space in the Cloud, word processing and office programs, collaboration tools and a video conferencing system. Some programs can be installed on your own computer while others have to be accessed from portal.office.com	Lecturers and students

Studietube - Padlet - Coding Lab - Photo Pea - CoSpaces EDU - Wevideo - Book Creator - Easi.ly - Tiki-Toki - Pixton EDU - Thinglink - Prezi - Mindmeister - Stop Motion Studio - Screencast - Powtoon - Studieblogs (WP) - Voicethread - Peopleplotr - Soundation - Screencastify - Explain Everything - H5P	Various programs for use in teaching	Lecturers and students
Zoom (webinar/teaching)	A video conferencing tool which can be used if you need to meet many people simultaneously or need the function Break-out Room	Lecturers and students
Adobe Creative Cloud – including - Photoshop - InDesign - Premiere Pro	We have the complete Adobe suite in our labs	Lecturers and students
Audio recorder (hardware) Hindenburg (radio editing program)	Programs for radio production. Installed in the school's computers in labs, in agreement with the course lecturers	Lecturers (selected) Students in the school labs can however obtain a license for Hindenburg
Opinio or SurveyExact (questionnaire)	Advanced program for questionnaire surveys	Lecturers and students

Videocam (hardware) Final Cut Pro (video editing) Photo Mechanic (photo editing program)	Video and photo editing program which is installed on the school's equipment in selected labs	Students
Video.dmjx.dk	DMJX streaming server, based on the system Kaltura	Lecturers and students
Mediajungle	DMJX-platform, where lecturers and students can establish homepages for teaching and study purposes through a Wordpress server	Lecturers and students
Wiseflow	Platform for conducting tests and examinations where teachers and students can process answers digitally. .	Lecturers and students
itslearning	DMJXs teaching platform where lecturers and students can communicate and share material.	Lecturers and students
Mobile telephones	Student mobile phones are used for conversations, SMS, e-mail, video and audio recordings etc. It is recommended that material containing sensitive information is securely stored, as far as possible, in DMJX systems and not, for example, on students own private iCloud accounts. Additionally, it is recommended that students use DMJX mail for internal communication. Student telephones should always be protected with access codes and, as far as possible, encryption.	Students

2. Examples of hardware and software that is NOT approved

Software/hardware	Description	Approved alternative
Google - Docs - Analysis - Drive	Word processing, collaboration, storage	Microsoft 365 - Word - Excel - PowerPoint - Teams - OneDrive for Business - Forms
Dropbox	File storage	Microsoft 365 - OneDrive
iCloud Drive	File storage	Microsoft 365 - OneDrive
Skype	Video conferencing tool	Teams (Microsoft 365) Zoom
Zoom Free	Video conferencing tool	Teams (Microsoft 365) Zoom
Survey Monkey	Questionnaire survey	Opinio or Microsoft Forms

As a student or lecturer, if you process sensitive or confidential data on your computer it is recommended that you get your equipment encrypted. Please contact helpdesk@dmjx.dk.