

STATEMENT OF CONFIDENTIALITY AND PROFESSIONAL ETHICS

The results of scientific research are made widely available in scholarly books and articles, university classrooms, funding agencies (both governmental and non-governmental), and the media. To insure the integrity of research results, specific principles and guidelines regarding confidentiality and professional ethics must be rigorously followed. The following are considered minimal principles and standards that must be applied to the Student Survey to protect the privacy of study participants, and to assure the public's confidence that the research has been conducted with high ethical standards:

- Each student has a right to privacy with respect to their answers to survey questions, to decide voluntarily whether to participate in the survey, and to be informed about the purposes, scope, and importance of that involvement.
- The total confidentiality of students must always be assured. Information learned about students, their families and friends in the course of research must not be discussed with anyone, other than appropriate members of the evaluation team as necessary for research purposes only.
- Student Survey Administration Protocols must be consistently applied so that a complete and accurate picture of social realities can be discerned through data collected systematically from all students.
- All teachers, volunteers and other data collection assistants must be carefully trained and monitored for quality assurances.
- Student Survey teachers/administrators are obligated to develop and apply procedures to: a) protect the rights, privacy, and confidence of students, b) to maintain the confidentiality of survey documents, and c) to safeguard all methods and procedures specified in the Training Manual.
- Student Survey teachers/administrators must collect survey information from students in situations which do not compromise their privacy, and they must store survey documents where access by unauthorized people is prevented.
- Student Survey teachers/administrators may do nothing that would bias students' answers. This includes making statements that could lead students to change their answers; implying criticism or support of students' attitudes or behavior; or inventing or distorting students' answers. They may not mislead students or use practices which may coerce or humiliate them. They must deal humanely with students' requests for help and assistance, but follow project guidelines about answering students' questions. They must not offer personal assistance or direct aid in answering survey questions.
- Completed research documents must be kept only in areas with limited access. When such documents are being handled and used, they are never left unattended and are locked away when not in immediate use. Access to survey data must be limited to appropriate personnel who have signed the Agreement of Confidentiality and Professional Ethics.
- Data and other results of the research will be presented only in summarized form without any names or identifying information.
- No one given approved access of privileged information may use this information for personal gain or for any non-research purpose.

PLEASE SIGN THE AGREEMENT ON THE FOLLOWING PAGE.

AGREEMENT OF CONFIDENTIALITY AND PROFESSIONAL ETHICS

Each teacher, school administrator and project staff member involved with the Student Survey must read the accompanying statement and sign the following agreement as a condition of participation in the study:

I have carefully read the accompanying Statement of Confidentiality and Professional Ethics and fully understand that its obligations apply to me and are a condition of my participation in project evaluation activities.

I will abide by the principles and standards of professional ethics as described in this statement. I am aware that failure to abide by these standards could pose a serious threat to the validity of the research data collected for this project and jeopardize its funding.

I understand that the accompanying statement and this agreement, relative to the confidentiality of study respondents and documents, are applicable both during the project as well as after my assignment has been completed.

PRINT NAME _____

SIGNATURE _____

DATE _____

Please keep the accompanying statement for your records and return this agreement to:

{Insert Project Coordinator's Name and Address}