

**STUDENT ACCESS TO INSTITUTIONALLY-PROVIDED ONLINE DATA COLLECTION SOFTWARE
(POLICY ON)**

Category: Computing and Instructional Technology
Responsible Offices: Provost and Chief Information Officer

Date Established: 03/30/2015
Date Last Revised: 05/20/2016
Date Posted to Library: 04/01/2016

POLICY SUMMARY

This policy provides guidance on the use of institutionally provided online data collection software for surveys and research; identifies circumstances under which approvals are required for students to gain access; identifies the necessity of Institutional Review Board (IRB) approval for human subject research, and identifies related policies and procedures.

POLICY

Policy Statement

All human participant research conducted by SUNY Buffalo State students using SUNY Buffalo State resources must receive prior approval from SUNY Buffalo State's [Institutional Review Board \(IRB\)](#).

Student access to institutionally-provided online data collection software is restricted by the following:

1. Student access to online data collection software for academic endeavors must be requested by a member of the faculty supervising the student's work. Once the student has an account, the student will retain his/her access to online data collection software for the duration of his/her studies at SUNY Buffalo State.
2. Student access to online data collection software for SUNY Buffalo State business must be requested by the director or head administrator of the office supervising the student. Once the student has an account, the student will retain his/her access to online data collection software for the duration of his/her studies at SUNY Buffalo State.
3. Students who wish to publish surveys to more than 50 campus constituents must get approval from the Campus Survey Committee. This committee includes the Associate Vice President for Curriculum and Assessment, the Director of the Institutional Research Office, and a senior research professor appointed by the provost.

Background

SUNY Buffalo State provides an online data collection tool, Qualtrics, for use at no cost by SUNY Buffalo State students. Users can create and distribute their own surveys and gather information in support of the educational mission and organizational goals of SUNY Buffalo State. Qualtrics has been reviewed by Resources for Information, Technology and Education (RITE) and approved for conducting surveys at SUNY Buffalo State.

Applicability

This policy applies to all SUNY Buffalo State students without exception.

Definitions

Online data collection software - Software such as Qualtrics, Opinio and Survey Monkey

Responsibility

Provost and the Chief Information Officer

RELATED INFORMATION

Related Links:

[DOPS V:08:00 Institutional Data and Surveys](#)

[DOPS VII:03:00 Policy Manual for Research Activities Involving Human Participants](#)

[Guidelines for Maintaining the Security, Confidentiality, and Integrity of Customer Information](#)

[Institutional Review Board \(IRB\)](#)

[Notification of Rights under the Family Educational Rights and Privacy Act \(FERPA\) _](#)

[Electronic Resources \(Policy on the Use of\)](#)

[College Resources \(Policy Governing Use of\)](#)

[Privacy Policy](#)

CONTACT INFORMATION

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REVISION HISTORY

Date of change: 05/20/16

Brief description of edit: Editorial changes relating to RITE reorganization.

APPROVAL

Approved prior to 2016