Appendix I
APSU Survey Protocol Policy
Process

Below are specific guidelines regarding use of the SLSP:

i. *Use of the SLSP is subject to the same Acceptable Use Policy as other APSU computing resources as set forth by the Office of Information Technology. Users must comply with all other applicable university policies, state, and federal laws.*

ii. *The SLSP software is for institutional purposes only and licensing explicitly excludes any use of the software for commercial or personal use, including commercial and government-sponsored research.*

iii. *Users of the SLSP are responsible for following APSU's Institutional Review Board (IRB) processes.*

iv. *Users of the SLSP will protect the privacy and confidentiality of human subjects and other institutional information as required by the Family Educational Rights and Privacy Act (FERPA).*

v. *The APSU logo that is the default on APSU's SLSP surveys may be used only when surveys are administered as part of official University business.*

vi. *Proper authorization is required for use of any copyright material or third party logo used in the survey. Please refer to APSU's University's Copyright and Fair Use policy.*

vii. *Employees are responsible for general oversight of acceptable and responsible use of the SLSP among their students in accordance with university policies.*

viii. *APSU's SLSP administrator will routinely monitor the volume of surveys and survey respondents for system management purposes. Usage may also be subject to auditing and security testing.*

ix. *APSU's SLSP administrator will archive and retain surveys instruments and survey responses indefinitely. However, users are responsible for archiving their data to other media such as a local hard drive prior to expiration of their SLSP accounts. APSU is not responsible for archiving data and the administrator may remove any faculty, administrator, or student account due to inactivity.*

x. *APSU reserves the right to change, at any time, at its sole discretion, the APSU SLSP offering and these guidelines and procedures.*