

Technology Staff Member Agreement for Non-Researchers



The University of Texas at Austin
Texas Education Research Center

Between The University of Texas at Austin
Education Research Center (ERC) and:

<u>Staff Member Name:</u>	
<u>Technology Service Role/Title:</u>	
<u>Department/Organization:</u>	
<u>UT EID:</u>	
<u>Contact Email:</u>	
<u>Phone:</u>	

Although you are not an ERC Researcher, it is possible that through your job in technology services you might inadvertently view ERC data. By your signature below, you acknowledge and agree to the following Terms and Conditions:

Terms and Conditions	
1.	I have read the ERC <i>Policies & Procedures for Approved Projects</i> (available online at www.texaserc.utexas.edu/) and will abide by the terms of these policies and any subordinate processes and procedures.
2.	I have completed/will complete required FERPA training via one of the provided resources/outlets.
3.	I will not attempt to identify individuals or publicly release confidential data.
4.	I understand that I must only access the data at the Texas ERC through my own credentials. Under no circumstances will I log into the Texas ERC under another person's account or allow another person to log in using my account.
5.	I will report any known or suspected breach of confidentiality to the Director, ERC Admin, or IT Coordinator of the Texas ERC as soon as possible, including the removal or inappropriate sharing of data.
6.	I will not bring visitors or unauthorized persons into ERC workstation/computer rooms if they do not have the required credentials/paperwork and/or without prior written consent of the ERC Director.
7.	I recognize that access to the Texas ERC can be suspended based on any violation of this Agreement.
8.	I grant permission for the manual and electronic collection and retention of security-related information related to attempts to access the facility and/or workstations.

<p><u>Non-Researcher Personnel Signature:</u></p> <p>(For audit purposes, must either be hand-signed or digitally-certified. We cannot accept just a typed name. This can be done in Adobe Acrobat Reader DC using Fill & Sign tool, using Draw to actually create your signature, or the Certificates tool to create a digitally-certified signature/ID.)</p>	Date:
<p><u>Texas ERC Director Signature:</u></p>	Date: