Aggregate User Agreement

**AAS-0001 - AAS Annual Academic Summaries User Agreement**

**Terms of Data Access**

Access to the Academic Summary Dashboard is granted based on your current role as faculty or staff working closely with faculty, students, or academic curricula. These dashboards are intended to support decision-making in departments and schools related to Stanford’s educational mission. These data are only to be used in that context and should not be used for other purposes.

By accessing these data, you agree to store and handle the data in accordance with university guidelines for the treatment of moderate risk data, and to abide by all relevant Stanford policies regarding data security, privacy, and confidentiality, found in the Administrative Guide.

**Admin Guide – Privacy Policy 1.6.1**
**Admin Guide – Privacy and Access to Electronic Information 6.1.1**
**Admin Guide – Information Security 6.3.1**

**Guidelines for appropriate use of AAS**

- **DO** share with departmental faculty, academic administrative staff, and departmental instructors
- **DO** share within your department in relevant administrative contexts
- **DO** use these data for curriculum and department reviews
- **DO** consult with IR&DS if you have questions about using these data: irds-general@lists.stanford.edu
- **DON’T** publish these data on a departmental website
- **DON’T** share with student audiences, external audiences, or with the media
- **DON’T** send it to staff who do not need the data to perform departmental duties
- **DON’T** cite these data in academic research without prior consultation with IR&DS

**Who has access**

- **All** faculty who have signed the usage agreement
- **All** staff with SIRIS authority
- **Staff** in certain roles have also been granted access pending their completion of the usage agreement (e.g. Student Services Officers, Department Managers)
- **To request** access for any other staff member who you think should get access, contact IR&DS at siris-support@lists.stanford.edu.
Dashboard & Adhoc User Agreement

AS-2001 - SIRIS Terms of Use Agreement

SIRIS (Student Integrated Reporting and Information System) is a tool designed to improve student reporting and analytic capabilities at Stanford University.

The goals of SIRIS are:

- To make aggregate, trend, and longitudinal reporting and analytics on student data easier.
- To make information self-service and more timely.
- To increase the consistency of reporting logic.

The following establishes specific requirements for use of all SIRIS resources. You are to agree to these requirements in order to use SIRIS.

Please scroll and read the entire document, then click NEXT.

Data disclosure

Users should understand that access to the data includes the responsibility to protect the data from misuse and does not imply permission to share the data with anyone else. Users must be in a position to understand the programmatic or institutional need for the information they provide to others, to decline or restructure requests as appropriate, and to clearly communicate limitations on any further data sharing. Distribution of any SIRIS information to recipients outside of Stanford faculty and administrative staff is strictly prohibited without prior written approval from a dean’s office, vice provost’s office, or Stanford’s University Communications office.

Acceptable Use

1. Access is restricted to current staff and faculty employed by or under contract with Stanford University who have a business need to access this data as part of their work for the university. Users must receive individual access to this system from the authority grantor for their unit.
2. Distribution of any SIRIS information to recipients outside of Stanford faculty and administrative staff is strictly prohibited without prior written approval from a dean’s office, vice provost’s office, or Stanford’s University Communications office.
3. Faculty members without an overriding administrative need will not be permitted access to student detail data (beyond what is available on course rosters) for students currently enrolled in their classes.
4. Do not use SIRIS to limit student academic opportunities. If individual characteristics are part of a selection process (for a course or program) it should be transparent to the student and part of the application process, not drawn out of SIRIS. Exceptions to this policy may be granted by a dean’s office or vice provost’s office.
5. Prior to accessing data, all users must complete a SIRIS training course in maintaining data confidentiality (STARS AS-2000). Some data sets (grades, biographic/demographic data) will require additional permissions.
6. Users should take all necessary steps to prevent the release of student or instructor detail data – in particular, data that divulges personal information or can be used to identify a student or instructor uniquely. Suitable steps would include: Keeping a screen lock on your system when not in use, encrypting laptops and devices at all times, not reporting detail information unless required, and only disseminating aggregate data for user consumption unless detail data is required for a business function.

7. All usage of this system must be in accordance with the Stanford Administrative Guide. Please review the content of chapter 6. Computing in total as well as 6.7 Administrative Computing specifically. For the purposes of said administrative guide users reading this document fall under the System User definition. To summarize the key content here:
   - Use the application in the manner and for the purpose it was designed.
   - Comply with all control requirements specified by the Business and Data Owners.
   - Comply with security requirements defined in the Administrative Guide and further documented in Computer Security Risks and Mitigations.

These policies have been approved by the provost. Failure to comply may result in disciplinary action up to and including termination. Please address any questions about these policies to siris-support@lists.stanford.edu.