Qualtrics appropriate use

1. All Wayne State University students, faculty and staff agree to abide by the university's Acceptable Use Policy while using any aspect of the Wayne State Qualtrics facility.
2. Use of Qualtrics requires awareness of, and compliance with all applicable international, federal, state, and university regulations governing the use of confidential information. US regulations include FERPA for student records, HIPAA for protected health information, and COPPA for any information about juveniles under 13 years of age. All data collected in the European Union or involving European citizens must comply with GDPR Standards. For other kinds of sensitive data, it is necessary to comply with WSU's Confidential Information Policy.
3. Qualtrics surveys should only be used for purposes related to the mission of the university. Such uses include academic research, including research carried out under the auspices of a university course, surveys conducted by schools/colleges/divisions, and other appropriate units of the campus and surveys conducted under the auspices of student government.
4. If Qualtrics is to be used for research, the researcher must comply with all applicable Wayne State IRB regulations. Note that IRB approval is required for many different kinds of survey, and is not limited to what appears to be 'pure' academic research in pursuit of a degree or publication. When in doubt, those using the survey tool should contact the IRB for guidance.
5. Students conducting Qualtrics surveys under the auspices of a course must have the approval of their instructor prior to releasing the survey.
6. The Wayne State University logo or other mark may only be used if the survey is being conducted as official university business, as defined in **Point 3** above.
7. Any other copyrighted logos or other material used in a survey must only be used with permission of the copyright owner.
8. C&IT may monitor the volume of surveys and respondents for system management purposes. Usage may also be subject to auditing and security testing.
9. If the university receives a credible report that a violation of these guidelines has occurred, or, in the course of managing the service, discovers a violation, then the matter will be referred to the appropriate university body for investigation and possible disciplinary action.
10. Complaints that specific material in a WSU Qualtrics survey violates the law or university policy should be reported to abuse@wayne.edu.

Best Practices

- Although Qualtrics data is carefully maintained by the company, it is imperative that users back up their data.
- Finally, when users leave the university, they are responsible for making copies of their data if they wish to take it with them.

User Types

Wayne State has three levels of Qualtrics accounts. The role-based account level is set the first time that the user logs in to Qualtrics. As normal practice, students are assigned to Level 1, administrative staff are Level 2, and faculty are Level 3. Different limits are associated with each level:

Level 1: 25 surveys, 500 questions, 5,000 responses.

Level 2: 50 surveys, 500 questions, 10,000 responses.

Level 3: unlimited surveys, questions, and responses.

Qualtrics account management forms:

- Increased User Permissions Form
- Group Request Form
- Transfer Survey Form