

## **Equitable Distribution of Effective Teachers Study Data Use and Confidentiality Procedures**

### ***Employee Agreement***

I acknowledge that I have been granted access to confidential data, to facilitate the performance of my duties for the study, Equitable Distribution of Effective Teachers: State and Local Responses to Federal Initiatives (“Equitable Distribution of Effective Teachers Study”). This Agreement confirms that I recognize and understand that my use of these data is restricted to the fulfillment of my duties on the Equitable Distribution of Effective Teachers Study and that it is my responsibility to safeguard and maintain the confidentiality of these data. Safeguarding consists of following all protections specified in the Equitable Distribution of Effective Teachers Study’s Information Security Plan. Maintaining confidentiality means not releasing or disclosing the data to any unauthorized individuals.

I have received a copy of the Equitable Distribution of Effective Teachers Study Data Use and Confidentiality Procedures, Information Security Plan, and Institutional Review Board (IRB) submission. I certify that I have reviewed these documents and agree to abide by the standards set forth therein for the duration of my employment on the Equitable Distribution of Effective Teachers Study. I understand that my e-mail and computer usage may be monitored by the company to ensure compliance with these standards.

I am aware that any violations of the Data Use and Confidentiality Procedures may subject me to disciplinary action, up to and including discharge from employment.

\_\_\_\_\_  
Employee’s Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee’s Printed Name

