



**National Science Foundation
National Center for Science and Engineering Statistics
RULES OF BEHAVIOR**

Introduction

The National Center for Science and Education Statistics' (NCSES) Secure Data Access Facility (SDAF) contains restricted-use data (RUD) for authorized data users who maintain an active and complete license agreement package. The intent of these Rules of Behavior (ROB) is to acknowledge receipt and understanding of applicable requirements and responsibilities and serve as an administrative safeguard in deterring improper disclosure and use of NCSES' RUD.

All data users are required to review and provide their signature acknowledging compliance with these rules as part of their license agreement package. Failure to comply with the rules and responsibilities listed in this ROB may result in loss of access to the SDAF, termination of the data license agreement, or civil and criminal prosecution. Violations will be reported to appropriate authorities for further actions, as deemed appropriate.

This ROB works in conjunction with the SDAF System Security Guidelines listed in the NCSES Security Plan Form. Signing the ROB does not preclude or excuse you from signing the NCSES Security Plan Form, if also required.

User Responsibilities

A. General

- I will complete annual data confidentiality training and sign an individual data use agreement annually within the designated timeframe and complete any additional training required by the NCSES Data Licensing Coordinator.
- I will report security violations immediately to NCSES at NCSES_Licensing@nsf.gov. Security violations include but are not limited to: unauthorized user access or potential access to the RUD or personally identifiable information (PII); authorized user access or potential access to the RUD or PII for an unauthorized purpose
- I will not create a record of data that has not been cleared for disclosure by NSF/NCSES. Records include but are not limited to: audio recording; screenshot (screen share, recording or still); video recording (mobile or other); photo (mobile or other); written; or replication of any form from memory
- I understand NCSES will monitor SDAF usage to ensure that researchers who are inactive for 6 months or more do not have an SDAF seat renewed in order to manage seat costs

- I understand my views and results do not represent those views or opinions of NCSES or National Science Foundation (NSF) and will use the following disclaimer on, and when communicating, my research outputs:
 - *The use of NSF data does not imply NSF endorsement of the research methods or conclusions contained in this report. Any opinions, findings, conclusions, or recommendations expressed here do not reflect the views of NSF.*

B. Workstation

- I will log off or lock my workstation before walking away and will not allow another user to access my workstation.
- I will ensure that my workstation monitor is never visible to visitors or other non-authorized users while I am working on the SDAF.
- I will access the SDAF on a secure network from the work locations listed on my Security Plan Form.
- I will not share my SDAF password, username, token, or access as I understand I am responsible for all actions taken under my account.
- I will use RUD only as authorized and for project-related purposes. I understand that accessing, viewing (including browsing), or use of RUD for any personal or other unauthorized use(s) or purpose(s) is illegal.
- I will not access the SDAF outside of the United States.

Statement of Acknowledgement

I acknowledge receipt and understand my responsibilities as identified above. If I refuse to sign the NCSES Rules of Behavior, I will be denied access to the SDAF and RUD. I acknowledge that failure to comply with the ROB may result in loss of access to the SDAF, termination of the data license agreement, or civil and criminal prosecution as follows:

- Violation of the criminal provisions of the Privacy Act may constitute a misdemeanor, may result in fines up to \$5,000, or both;
- Violation of the NSF Act may result in a fine up to \$10,000, imprisonment for a period of up to five (5) years, or both;
- Violation of CIPSEA may result in a fine up to \$250,000, imprisonment for a period of up to five (5) years, or both.

Print Name

Date

Please check the appropriate box below:

Signature

Principal Investigator

Co-PI

Researcher