Qualtrics Terms of Use Statement

Qualtrics is a web-based survey tool available to all UNC faculty and staff to support survey research and program evaluation. Undergraduate and graduate students may be granted accounts when supervised by faculty or staff for class, research, or work purposes. Use of Qualtrics is subject to the terms and conditions described in this document as well as university, local, state, federal and all other applicable laws and regulations. A complete list of UNC’s technology standards and policies is available at http://www.unco.edu/it/Policies/computingprocedures.html. Users are also bound by all applicable contracts and licenses, including Qualtrics’ Acceptable Use Statement, available at http://www.qualtrics.com/acceptable-use-statement. Use of Qualtrics must conform to federal copyright law (http://www.copyright.gov/title17/) and the Digital Millennium Copyright Act (http://www.unco.edu/generalcounsel/dmca.htm).

1. Use of Qualtrics for research is governed by University policy 3-8-104 and federal laws related to the use of human participants. Researchers should secure official UNC Institutional Review Board (IRB) approval prior to administering a survey. Information about UNC’s IRB is available at http://www.unco.edu/osp/ETHICS/irb/hsguide.htm.

2. Use of Qualtrics for administrative and/or research surveys of UNC students, employees, and alumni is governed by UNC’s Institutional Survey Guidelines. Contact the Office of Assessment at (970) 351-1102 for more information.

3. Users may not use Qualtrics for personal or financial gain.

4. Users will not use forms of unsolicited mass communication (including SPAM) in conjunction with Qualtrics. Qualtrics has a built-in email feature for distributing survey links, and users are encouraged to utilize this function instead of sending mass emails via their UNC email accounts.

5. Users will abide by university regulations and federal privacy laws including but not limited to the Family Educational Rights and Privacy Act (FERPA), the Health Insurance Portability and Accountability Act of 1996 (HIPPA), and all other applicable laws and regulations.

6. Users are responsible for downloading and securing all survey data in conformity with UNC procedures for handling sensitive information. Additional information is available at http://www.unco.edu/cybersecurity/faculty/sensitive.html.

7. Qualtrics accounts will be closed when the user leaves UNC, and all surveys and results will be deleted.

8. UNC’s Information Management and Technology and the Office of Assessment provide access to Qualtrics. Responsibility for how the software is used resides solely with the individual user.

9. UNC may at any time stop providing access to Qualtrics or change these Terms of Use at its sole discretion.

10. Access to Qualtrics will be revoked for failure to abide by the terms outlined in this document.