

Canon 1 Recommended Practices and Training

- 1) Create an organizational culture that encourages honesty, integrity, and professionalism by adopting and enforcing the following practices:
 - a. Emphasize, through staff training, that the organization expects its employees to be honest, have a sense of integrity, and behave professionally. Convey these same expectations to vendors, consultants, volunteers, and anyone else who performs paid or unpaid work for the organization.
 - b. Explicitly require “honesty, integrity, and professionalism” in all job descriptions, staff contracts, volunteer policies, performance evaluations, and labor agreements.
 - c. Inform employees, contractors, and the general public of established policies, procedures, and expectations regarding honesty, integrity, and professionalism.
 - d. Commend and reinforce behavior that exemplifies high ethical expectations.
 - e. Never tolerate dishonest, corrupt, or unprincipled behavior in the workplace, regardless of job type or level of authority.

- 2) Use data as they were intended.
 - a. Say what you mean, and mean what you say. For example, deceiving respondents by implying that you are collecting data for the district when it is really for your master’s thesis is ethically untenable under all but the rarest of circumstances.
 - b. Be very cautious about using data for purposes other than their original intent. Be sure that doing so does not violate individuals’ right to privacy or any agreements of anonymity that you, or your agency, have made. Aggregations of data may be published if personally identifiable information has not been disclosed.

- 3) Avoid at all costs any release of data that could lead to physical, mental, or emotional harm to others. Establish and enforce security procedures and mechanisms necessary for protecting all sensitive data (e.g., academic, behavioral, health, employment, and financial information) from inappropriate release and use.

- 4) Train all data handlers in the fundamental principles of data ethics—the “rights and wrongs” that are not legal mandates but are critical to the appropriate management and use of education data. Customize training efforts by job type as appropriate for communicating concepts and translating instruction into practice. Data clerks, teachers, and parent volunteers have different access to student data and face different situations in which they must know how to “do the right thing.”

- 5) Use training activities that encourage learners to discuss and internalize the concepts of honesty, integrity, and professionalism. For example, ask participants to develop a statement describing the professionalism of their role in the organization; ask them to list, as a group, the work situations that call for honesty, integrity, and professionalism; develop a job-specific code of ethics, for example, “As a parent volunteer, it is my ethical responsibility to _____;” create and discuss scenarios in which these ethical qualities might be tested.