



## Forum Guide to Data Ethics Online Course

[http://nces.ed.gov/forum/dataethics\\_course.asp](http://nces.ed.gov/forum/dataethics_course.asp)

While laws set the legal parameters that govern data use, ethics establish the fundamental principles of "right and wrong" that are critical to the appropriate management and use of education data in the technology age. Based on the nine canons and lessons contained in *The Forum Guide to Data Ethics*, this online course outlines a code of ethics for data management and use in education, addresses issues pertinent to many education stakeholders, and makes ethical principles understandable and actionable.

The course, which includes multimedia presentations, vignettes, recommended practices and training guides, and a collection of other supporting materials, is intended for any person who handles data in an education organization. This includes superintendents, chief information officers, principals, teachers, registrars, counselors, school board members, data managers, technology directors, information systems staff, data stewards, technical staff, office staff, paraprofessionals, volunteers, and vendors. Users may take a final assessment, completers of which will receive a certificate from the Forum.

While the Code encompasses a wide range of ethical considerations and scenarios, it is not presumed to be an exhaustive representation of ethical issues facing educators.

The Forum Code of Data Ethics:

- I. Demonstrate honesty, integrity, and professionalism at all times
- II. Appreciate that, while data may represent attributes of real people, they do not describe the whole person
- III. Be aware of applicable statutes, regulations, practices, and ethical standards governing data collection and reporting
- IV. Report information accurately and without bias
- V. Be accountable and hold others accountable for ethical use of data
- VI. Promote data quality by adhering to best practices and operating standards
- VII. Provide all relevant data, definitions, and documentation to promote comprehensive understanding and accurate analysis when releasing information
- VIII. Treat data systems as a valuable organizational asset
- IX. Safeguard sensitive data to guarantee privacy and confidentiality

This resource is available electronically at [http://nces.ed.gov/forum/dataethics\\_course.asp](http://nces.ed.gov/forum/dataethics_course.asp).

The *Forum Guide to Data Ethics Online Course* is a product of the National Forum on Education Statistics. The project was sponsored by the National Center for Education Statistics (NCES), U.S. Department of Education, under the auspices of the National Cooperative Education Statistics System. For more information about the National Forum on Education Statistics, visit <http://nces.ed.gov/forum>.