Maine Department of Education

Use of Surveys

Purpose:

The Maine Department of Education (DOE) has a need for information collected through survey mechanisms such as Qualtrics and Microsoft Forms. This need for information must be balanced as to its impact on school staff being requested to answer these surveys.

Scope:

All Maine Department of Education employees using survey mechanisms and/or collecting information are subject to this policy.

Policy Statement:

Surveys collecting any information other than event registrations or professional development follow-up must be reviewed and approved by the Education Data Manager and in some instances the Maine DOE data governance team. This policy is necessary to ensure that school and school administrative unit (SAU) staff are not being asked for the same information repeatedly, to limit additional burdens of data collection put onto SAU staff, and to enable consistency, continuity, and security of survey collections from MDOE.

Statutes, Rules or References:

Statute: Title 20-A: EDUCATION Part 1: GENERAL PROVISIONS Chapter 13: THE STUDENT INFORMATION PRIVACY ACT Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. § 1232g and 34 CFR Part 99.
Policies: Maine Department of Administrative and Financial Services Office of Information Technology Data Exchange Policy - https://inet.state.me.us/oit/policies/documents/DataExchangePolicy.pdf specifically sections 6.4, 6.5, 6.6 & Maine Department of Education Data Use Policy

Definitions:

For the purposes of this policy a **survey** is any data collection or questionnaire that is outside of a regular department data collection mechanism such as NEO, Synergy, MEFS, Benchmark, or MEIS.
For the purposes of this policy, an **applicant or requestor** is any Maine DOE staff who applies or requests a survey and seeks approval to implement a survey

Responsibilities:

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The Education Data Manager has the responsibility to review and respond to requests for surveys within three (3) business days. The Education Data Manager or the Data Governance team are responsible for reviewing and approving requests for surveys. Requestors are responsible for requesting approval in a timely manner, creating the survey in the appropriate application, for maintaining the collection results in accordance with the Maine DOE data use policy, and for archiving or disposing of the results in accordance with the requestor's team data retention schedules.

Procedure:

All proposed survey collections will be submitted in writing by the requestor. This includes a statement explaining the need for the information, a list of the questions being posed and a contact person for questions. The Education Data Manager will review all submissions within 3 business days.

A single time survey collection of ten (10) questions or less may be approved by the Education Data Manager provided the data is not already known to be collected by the Maine DOE. Recurring survey collections or surveys containing more than 10 questions must be approved by the Maine DOE's data governance team. The Education Data Manager will add the survey request to the next scheduled data governance meeting and the data requestor (or a representative) must attend to explain the need for the data. The Maine DOE data governance team meets on the second Tuesday of every month from 2:00-4:00PM. If information is needed quickly in order to provide services to students or schools, (i.e. COVID-19, urgent Legislative request) the Education Data Manager may approve a collection of more than 10 questions and advise the Data Governance Team of the decision.

If the Maine DOE Data Governance Team declines the requested survey, the requestor may redefine the request and resubmit. If the collection is again declined, the Education Data Manager and the requestor may bring the submission to the Maine DOE directors for review and discussion.

Surveys will use one of two software packages. For no-payment event registration and professional development follow-up, Microsoft Forms shall be used. All other survey collections shall be done through Qualtrics. Surveys should follow Maine DOE branding guidelines found here: https://stateofmaine.sharepoint.com/sites/MaineDOE/SitePages/Logo-%26-Branding.aspx

New surveys for no-payment event registration and professional development follow-up shall utilize Microsoft Forms. Existing Qualtrics event registrations and professional development follow-ups are grandfathered under this policy.

Event registrations requiring payment shall utilize Maine DOE's event registration software.

Document History & Distribution:

This document will be distributed to Maine DOE staff and posted on the Maine Data Warehouse web page.

Version	Revision Log	Date

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| Version 1.0 | Initial Publication | May 1, 2020 |
| Version 1.1 | Annual Update | May 15, 2021 |

Date: May 15, 2021   Division Director Signature: *Joanne Allen*

Date: May 15, 2021   Commissioner Signature:
(or Commissioner's Designee)

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Daniel A. Chuhta Daniel.Chuhta@maine.gov Deputy Commissioner Maine Department of Education Security Level: Email, Account Authentication (None)	*(signature image)* Signature Adoption: Uploaded Signature Image Using IP Address: 72.231.250.95	Sent: 6/1/2021 11:25:23 AM Viewed: 6/1/2021 11:28:25 AM Signed: 6/1/2021 11:29:25 AM Freeform Signing

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