

CSAP Policy on the Acceptable Use of the Database***Introduction***

The College Student Achievement Project (CSAP) is a research study based at Seneca College. The methodology is based on that of the College Mathematics Project (CMP), a study which in its final years (2009-2011) included all colleges and school boards in the province. The CSAP is designed to analyse the mathematics and language achievement of first year college students in relation to their secondary school mathematics background and to promote deliberation over ways to increase student success. The CSAP research team collects data from colleges concerning students' programs, their college mathematics and language achievements, and their secondary school backgrounds. It then integrates and analyses these data based on research questions approved by the CSAP steering committee, and displays the results in a web-based database.

The CSAP philosophy is based on the mutual trust and respect of members of both school and college communities, on the belief that student success is the responsibility of all participants in the educational process, and on the commitment to support good decision-making with research wherever possible. To this end, the CSAP research team has developed two principal policy statements: the CSAP Data Protection Policy and this CSAP Policy on the Acceptable Use of the Database.

The CSAP Database is available for use by approved users from Colleges, District School Boards, Ministry of Education and Ministry of Training, Colleges and Universities. However, much of the data has been obtained from students on the basis of the permission they grant to colleges during their application process which allows use for statistical and research purposes. Accordingly, the uses to which CSAP data can appropriately be put are also limited and CSAP has been approved by the Seneca College Research Ethics Board on this basis. CSAP Database users are therefore required to read and agree to the following conditions of acceptable use.

Approved Users

Access to the CSAP database is limited to members of the CSAP research team and to approved users from the participating Colleges, District School Boards, Ministry of Education and Ministry of Training, Colleges and Universities. In the case of College users, access must be requested by the Vice-President, Academic of the College. In the case of School Board users, access must be requested by a Superintendent of Education from the School Board. The application forms for

user registration are provided on the CSAP web site under the Research Database tab (<http://csap.senecacollege.ca>).

Acceptable Uses

Consistent with the philosophy of the CSAP as outlined earlier and the approvals of the Seneca College Research Ethics Board, the CSAP Research Database is intended to be used for the improvement of student success at both school and college level. Examples of acceptable use include the following:

- Analysis of the achievement of students who have followed a variety of different mathematics and language pathways in secondary school;
- Analysis of different levels of achievement by students enrolled in various college programs;
- Analysis of different levels of achievement from different secondary schools within a board and changes in these over time;
- Analysis of improvements in students' achievement at the college and board levels over time;
- Analysis of the impacts of specific student success strategies or curriculum revisions.

Unacceptable Uses

While the CSAP data exhibit a range of student achievement at college, school board and secondary school levels, it is not consistent with the CSAP philosophy (nor is it a valid analysis) to interpret these differences as a comparative measure of the quality of schools or colleges. Consequently, examples of unacceptable use of the CSAP Database include:

- Any attempts to identify individual students and connect them to CSAP data;
- Publication of CSAP data in any form without prior permission;
- Use of CSAP data in marketing or promotional brochures or press releases;
- Use of CSAP data to evaluate teachers, schools or colleges;
- Use of CSAP data to advise students in their choice of college.

It is expected that all users of the CSAP Database will adhere to the principles of acceptable use stated here.

The severity of the infraction will determine the consequence of same, including account suspension and reporting to the institution involved, barring of the institution/board from the study and reporting the occurrence to the funding agencies.