

## ***Web Form Policy (Proper Usage of Formstack)***

**Date:** July 1, 2015

**Purpose:** To outline acceptable use of Formstack, Otis' web form tool.

**Scope:** Otis College of Art and Design staff.

**Discussion:** Otis College of Art and Design ("the College") provides access to a web-based web form platform, Formstack, to support the staff in their day-to-day college related tasks. The College has established proper use guidelines for the resource. The College may inspect and monitor such use at any time, and may revoke access if warranted. **No user should have any expectation of privacy for data collected in the College's systems.**

**Access:** Staff currently working at the College will have access to a Formstack account. Due to the limited number of user accounts available, each department/office will have a user account to share with staff within that specific department/office as needed. Departments/Offices are responsible for managing access to their user account. Users only have access to their own department's/offices' forms. New user accounts can be requested through the Information Systems Office ([https://otiscollege.formstack.com/forms/formstack\\_request](https://otiscollege.formstack.com/forms/formstack_request)). If Faculty wish to use Formstack for college related tasks, they may request the form be built ([https://otiscollege.formstack.com/forms/formstack\\_request](https://otiscollege.formstack.com/forms/formstack_request)).

**Details:** The following points define general use of Formstack at the College:

1. Use of Formstack (described above) should never conflict with the primary business purpose for which it has been provided nor with those of the College, considering the College's ethical responsibilities, business interests, and applicable laws and regulations.
2. Excessive personal use of the system is not permitted; the system is intended and provided for College business purposes, including instruction delivery and educational value.
3. The College may monitor or review Formstack data and communications at any time.
4. All data in the College's computer and communications systems (including documents, other electronic files, and chat messages) are the property of the College.
5. Formstack may not be used to create or transmit material that is derogatory, defamatory, obscene or offensive. Such material includes, but is not limited to, slurs, epithets or anything that might be construed as harassment or disparagement based on race, color, national origin, gender, sexual orientation, age, disability, or religious or political beliefs.

6. Formstack may not be used to solicit or proselytize others for commercial purposes, causes, outside organizations, chain messages, or other non-job-related purposes.

**Procedures:** The following points define procedures for properly using Formstack at the College:

1. Forms are built and managed by users for each department/office.
2. Technical Assistance and training are provided by the College Instructional Designer, upon request.
3. Institutional Research is available to consult on best practices for survey building and management upon request with reasonable lead time.
4. For official research, which is defined as an activity that involves a prospective plan that incorporates data collection and data analysis to answer a question or set of questions, please contact the Office of Institutional Research before you start collecting any data.
5. Departments/Offices should **not** collect data through a web form that is outside the scope of the department's/office's purview. For example, questions that collect medical, financial, credit card numbers, mental health, conduct, social security numbers, or criminal background information should **not** be asked unless there is an expressed and approved need. If there is a need to collect such information, please contact Institutional Research for approval for students and Human Resources for staff/faculty.
6. Web forms must use an ADA compliant color scheme. To ensure the form meets reading/visibility standards, departments/offices can check their form on the following website (<http://achecker.ca/checker/index.php> or <http://www.justice.gov/crt/508/webpages.pdf>).
7. At this time, the College does **not** support use of the web form payment features.
8. We encourage departments/offices to use official logos when building web forms. There are also Otis themes available in addition to generic themes for further form customization.
9. When possible, directly embed the web form into the Otis website as opposed to pasting a link to the web form. We suggest turning off the right column on the Otis basic webpage to give the form more room on the webpage.

**Revisions:** 06/03/2015 – Created