



Army Education Outreach Program (AEOP) Evaluation Policy

As part of the regular programming for every AEOP (including the program for which your child is currently applying), it is important for you to understand that your child may be asked to participate in assessment activities related to program evaluation and associated research. It is also important for you to understand that your child's participation in AEOP evaluation and research activities is voluntary, is not required as part of their program experience, and that your child may decline to voluntarily participate at any time without penalty.

About the AEOP Evaluation Study:

- The Army Education Outreach Program (AEOP) conducts annual evaluations for all of their outreach programs, including the program that your child is currently applying for, in order to gauge the program's effectiveness and maintain continuous improvement. Findings from the assessment data collected during these evaluation efforts are compiled into official reports. Reports are then distributed to the program administrators that facilitate the program as well as the Army that provides funding for this program. The evaluation study is essential for the continued funding and support of this program.
- During the course of their regular program experiences your child may be observed by authorized AEOP evaluation personnel as she/he participates in program activities. Your child may also be asked to participate in other evaluation assessments that include questionnaires, focus groups, and/or interviews.
- Your child's participation in AEOP evaluation assessments (questionnaires, focus groups, interviews) is completely **VOLUNTARY**. Only those program participants who volunteer to participate in these assessments are allowed to do so. Further, participants may choose to decline to participate in these assessments, not answer any question(s), or withdraw from participation in assessments at any time **AT NO PENALTY**.
- **When evaluation assessments are administered** for the AEOP program in which your child is participating, your child will be informed about the evaluation study and about her/his rights as a participant. At that time your child will be asked to provide her/his assent if they choose to participate in any evaluation assessment associated with the AEOP program.
- Evaluation assessments are not anonymous but all data will be kept strictly **CONFIDENTIAL**. The data from all evaluation assessments will be read, entered, and analyzed by authorized AEOP personnel only and will be stored in secure, password-protected servers or databases. Data from evaluation assessments will be de-identified (participants' name will be removed) prior to analysis and dissemination. Any and all reports to sponsors or scholarly publications that use the evaluation results will never include individual participant names.
- The AEOP reserves the right to use personal information (e.g., permanent address, phone number, or email address) to contact participants in the future to gather information regarding career or educational success. Participants' personal information will never be distributed outside of the AEOP, will be kept completely confidential, accessed by authorized personnel only, and stored in password protected and secure servers or databases.
- **Research with North Carolina State University (NC State)** your child's data that will be collected for the evaluation of AEOP may also be used for research purposes, so that we can learn more about what works in STEM outreach programs. The data will continue to be confidential and used only in aggregate (looking at entire groups of participants) which means it will not individually identify your child in publications. There is minimal risk to your child for allowing their information to be used for research purposes. There will be no compensation provided to you or your child for the use of this data. **If you decide to stop allowing the information to be used for research at any time**, you should contact Dr. Carla C. Johnson with NCSU at carlajohnson@ncsu.edu or at 919-513-3583 or contact the NCSU IRB office at irb-director@ncsu.edu.
- **Should you or your student have any questions** about the overall evaluation study, how the study is conducted, or about evaluation participants' rights, you may contact: **Dr. Carla C. Johnson** with NCSU at carlajohnson@ncsu.edu or at 919-513-3583.
- **By initialing this permission form you**, the parent or guardian of the AEOP participant, are indicating that you have read and understand the information above and that you understand that your child may be asked to voluntarily participate in evaluation procedures. **If you do not wish to have your child participate in any aspect of the evaluation study**, it is incumbent upon you as their parent/guardian to instruct them not to volunteer to participate while attending this AEOP program.



Army Educational Outreach Program (AEOP) Privacy Policy

This Privacy Policy applies to the online practices of AEOP

AEOP is provided as a public service by Department of the Army. In accordance with the Children's Online Privacy Protection Act, AEOP does not collect any personally identifiable information (PII) from student users, age 17 and younger, without parental permission. If it is learned that any PII has been collected or posted on the site, without parental consent, that information will be deleted from the site's database as quickly as practical. Information presented on the AEOP public web sites is considered public information and may be distributed or copied. Use of appropriate byline/photo/image credits is requested. For site management, information collected at the AEOP public web sites is for statistical purposes. AEOP uses software programs to create summary statistics, which are used for such purposes as assessing what information is of most and least interest, determining technical design specifications, and identifying system performance or problem areas. For site security purposes and to ensure that this service remains available to all users, AEOP's computer systems employs software programs to monitor network traffic to identify unauthorized attempts to upload or change information, or otherwise cause damage.

Except for authorized law enforcement investigations, no other attempts are made to identify individual users or their usage habits. Raw data logs are used for no other purposes and are scheduled for regular destruction in accordance with AR 25-400-2 Army Records Information Management System (ARIMS) and National Archives and Records Administration General Records Schedule 20. Unauthorized attempts to upload information or change information on these services are strictly prohibited and may be punishable under the Computer Fraud and Abuse Act of 1987 and the National Information Infrastructure Protection Act.

Cookie Use Notice

On a limited number of its web pages, the web site employs "cookies" to provide better service to its users. The web site does not use cookies to collect any PII from users or to track user activities beyond our web site. The web site does not maintain copies of cookies on our web site after you leave our web site. Cookies are small pieces of temporary data that are exchanged between a web site and a user's computer which enable a "session," or "dialogue," to be established between the two machines. With the session established, the web site is able to tailor its responses (i.e., identify and provide you with the information you want) and help you traverse our web pages in the most efficient and effective manner possible. The session is often broken when the web site's server does not receive further requests from the user's computer or when the user exits the browser.

The web site limits its use of cookies to "session cookies," types of cookies that are temporarily stored in the user computer's memory. Session cookies are normally deleted from a user's computer when the user logs off the computer or the user exits the browser.

Personally Identifiable Information

Students who apply for admittance to an AEOP program

In accordance with the educational research Human Use Protocol titled "US Army Laboratories as Professional Environments to Train Apprentice Scientists, Engineers and Technicians through Research Internships, Mentoring and Inquiry-Based Laboratory Experiments of Increasing Complexity" students who apply for an AEOP program will complete an on-line application. This application requires the demographic and student information necessary for admission, security purposes and to provide the necessary information for stipends/awards/competition notification. These data may be summarized for program evaluation purposes. Only authorized AEOP staff can access this information.

The e-mail address on the application serves at a primary identifier and as a means to send confirmation emails and updates. This information will not be sold, released or revealed to any persons or entities outside of AEOP administration.

Disclosure

We do not disclose information on our users concerning individual visits to AEOP or information that users give us such as name, address, date of birth, email address or telephone number, to outside organizations, except for organizations that work on the AEOP program. In that case, such information is used only for purposes related to the AEOP competition and program administration. We may disclose such user information in order to comply with the law and regulatory authorities, in response to legal process, such as a court order or subpoena, or in special cases such as physical threat to users or others.

Links to Other Sites

AEOP provides links or references to other Department of Defense (DoD) web sites whose content we have found may provide relevant additional information or resources. While we initially visit these sites, please note that we do not monitor or control the content that appears on these sites and such content may be constantly changing. We recommend that children check with their parents before accessing any new sites, and we encourage all end users of www.usaeop.com to read the privacy policies of all linked sites before navigating through them. Users are solely responsible for their interactions with such web sites.

Feedback

After participation in AEOP programs, AEOP requests information from users of this website via electronic survey. Participation in these surveys is completely voluntary and the user therefore has a choice whether to disclose this information. Survey information will be used for purposes of improving the use and satisfaction of AEOP programs. Distribution of surveys are approved through the Human Use Protocol "US Army Laboratories as Professional Environments to Train Apprentice Scientists, Engineers and Technicians through Research Internships, Mentoring and Inquiry-Based Laboratory Experiments of Increasing Complexity".

Notification of Changes

If we decide to change our privacy policy, we will post those changes to this privacy statement, the homepage, and other places we deem appropriate so our users are always aware of what information we collect, how we use it, and under what circumstances, if any, we disclose it. We will use information in accordance with the privacy policy under which the information was collected.

Contacting the Web Site

For more information, please contact Marina Stenos at e-mail marina.stenos@finnpartners.com

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