

Responsible Official: Director of Technology

Responsible Office: Technology Services and Support

Next Review Date: July 2021

Website Address:

<https://myumo.moc.edu/services/ir/Policies/Public%20Policies/ProtectingStudentPrivacy.pdf>

PROTECTING THE PRIVACY OF STUDENTS IN A NETWORKED ENVIRONMENT

POLICY STATEMENT

The privacy of students is crucial to the successful operation of University of Mount Olive. At the University of Mount Olive a two-tiered program protects student privacy with responsibilities assigned to administration, faculty, and staff as well as to the student.

REASON FOR POLICY/PURPOSE

The University of Mount Olive's regional accrediting body, the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC), requires that academic institutions protect the privacy of their students. Specifically, SACS Comprehensive Standard FR 4.8.2 states:

"An institution that offers distance or correspondence education documents each of the following: has a written procedure for protecting the privacy of students enrolled in distance and correspondence education courses or programs."

Additionally the Family Educational Rights and Privacy Act (FERPA) mandates the privacy of the individual enrolled in an educational institution. Specifically, FERPA protects a student's educational records; since student grades are posted in MOODLE, FERPA applies to the protection of those records.

This policy also insures that its elements are periodically assessed, widely disseminated, support the achievement of goals consistent with the institution's mission, and conform to commonly accepted practices in higher education.

OPERATIONAL DEFINITIONS

Family Educational Rights and Privacy Act (FERPA): A federal statute, 20 U.S.C. § 1232g; 34 CFR Part 99, that protects the student's privacy of his/her educational records. Passed in 1974, FERPA is applicable to any school that receives federal funds. The three major rights that FERPA grants to students, and to parents if consent is granted by the student, is 1) the right to review educational records, 2) the right to contest the content of educational records, 3) the right to disclose the educational records.

MOODLE: A course/learning management system that allows for the transmission of course material and content between instructor and student. The system can be used in both distance education courses as well as hybrid or seated courses.

Moodle supports discussion forums, grade posting, the delivery of assignments and resources to support those assignments, video and audio file transmission, emailing between individuals and groups, etc. All courses taught by University of Mount Olive have a Moodle course page.

Distance Education: A formal educational process in which the majority of the instruction (interaction between students and instructors and among students) in a course occurs when students and instructors are not in the same place. Instruction may be synchronous or asynchronous. A distance education course may employ correspondence study, or audio, video, or computer technologies.

MyUMO: A community SharePoint portal that provides access to the various resources of the University of Mount Olive. Access is differentiated among users, including the general public, applicants, admitted students, enrolled students, faculty, staff, alumni, and adjuncts. The portal provides role-based content access to each group, ensuring the relevancy of the content to a particular group.

Encryption: The process of changing data such as text into code so that it is unreadable and unrecognizable.

Domain Controller: A specialized server that authenticates users, checks user permissions before granting access to network resources, and stores user account information in a Microsoft Windows Network environment.

POLICY/PROCEDURES

The University of Mount Olive uses Moodle, an online course/learning management platform that facilitates secure transmission of course material, communication, and uploading of student work. Specifically, instructors use Moodle to post course materials such as syllabi, lecture notes, handouts, as well as stream video and audio files; send announcements; email students; collect assignments; facilitate student collaboration and discussion using discussion forums; deliver secure online examinations and quizzes; securely post grades, and to take attendance. Students access Moodle via a secure socket through MyUMO, a community SharePoint portal, using his or her University of Mount Olive username and password. These credentials are then parsed via secure sockets to the appropriate technology to facilitate single sign on to that service.

The University of Mount Olive assumes the initial responsibility for issuing and maintaining a **secure username and password** to all students. The password is encrypted and stored on the institution's domain controller. Other than the user, no one (to include technology workers), knows the password. The university provides a portal for students to completely and securely manage all aspects of their password to include remote changing and secure one time usage.

The student is responsible for maintaining the security of his or her login credentials in accordance with sections 5.1 through 5.6 of "University of Mount Olive Technology Services and Support Policies" document revised July 2015. Specifically, a student must not disclose his or her username and password to anyone for any reason, must use only complex passwords, and change this password every 90 days. These requirements are strictly enforced by the university's domain controller automatically to ensure complete and transparent compliance.

CONTACTS

Director of Technology, Department of Technology Services and Support

APPROVED BY

Director of Technology
Chair, Instructional Technology Committee (Faculty)
Executive Council
Board of Trustees

APPENDICES (INCLUDING ANY FORMS/INSTRUCTIONS)

[University of Mount Olive Technology Services and Support Policies and Procedures, Sections 5.1-5.6, \(July 2015 revision\)](#)

HISTORY/REVISION DATES

Original adoption date(s): July 18, 2012

Amended date and Summary of changes: 2/27/2017

-editorially removed references to “The Edge” learning management system

End Date for Policy (if applicable): N/A

RELATED COMPLIANCE STANDARDS/EXTERNAL POLICY DOCUMENTS:

SACS FR 4.8.2 (Distance education – Student Privacy); related document “Distance and Correspondence Education”