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**Effective Date:** Summer 2017

**Approved by:** Kim Blosser, Vice President of Academic and Student Affairs

**Title:** LFCC Standard Operating Procedure for Protecting Distance Learning Student Privacy

**Purpose:** To discuss privacy protections for all students and particularly how these relate to the distance learning student.

**Scope:** This procedure applies to both full-time and part-time students enrolled in any LFCC credit course.

**Overview:** **Protecting Distance Learning Student Privacy**

Lord Fairfax Community College (LFCC) is committed to protecting the privacy of all students and makes no distinction between the privacy rights of students enrolled in distance learning courses or programs and the privacy rights of other students.

Procedures for protecting distance learning student privacy:

LFCC protects the privacy of all students, including distance learning students, through the strict adherence to the rules of the Family Educational Rights and Privacy Act of 1974, as amended (FERPA.) The official FERPA statement is available for student and public view through the LFCC website and in the college catalog. All LFCC employees complete required annual training in FERPA rules.

LFCC issues each student a student identification number at the time of initial registration and each college employee upon date of employment. These student and employee IDs become the unique identifier for all individuals throughout their academic and professional career at LFCC. This user ID is required for both students and faculty to access LFCC's online class environment (currently within Blackboard.) Blackboard is a secure environment for faculty members to post assignments and exams while ensuring the privacy of individual students' assessments and grades.

Each course listed in the student information system for enrollment in a semester is assigned a course space in Blackboard. Faculty gain access to this course space when their employee ID is assigned to the course by the college. Each student registered in a class will be connected to the course roster within the student information system and identified to both the instructor and the Blackboard course space by their individual student ID.

Secure Login and Password: Each distance learning faculty and student enters his/her ID into the MyLFCC portal. This combination of user ID and password identifies faculty and students to the system on each subsequent course visit.

- All parties accept responsibility for the security of their personal passwords.
- The MyLFCC system requires passwords to be updated every ninety (90) days.
- Student data within Blackboard are inaccessible to other students and outside intruders.
- Faculty data within Blackboard are inaccessible to students and outside intruders.

Proctored Examinations: Instructional policies or expectations from receiving institutions may require distance learning courses to implement supervised examinations. Students must identify themselves to the remote or on-campus testing center with a current photo identification card. LFCC ID is preferred. Authorized off-campus testing centers are subject to college approval and may include:

- Testing Centers at other colleges or universities
- Military establishments
- Public libraries

Return transfer of completed student exams is restricted to secured institutional communication (Blackboard, LFCC or VCCS issued email account, college fax number) and/or overnight carrier sent directly from the remote site administrator to the attending faculty member.

Confidential information including grades, private contact information, or personal information directly attributed to a student is transmitted through secure interaction.

**Keywords:** Distance Learning, Privacy

**Procedure:** Protecting Distance Learning Student Privacy