

Appendix D: Distance Education Privacy Statement

1. Protecting the Privacy of Distance Education Students

- a. The privacy of all students, including Distance Education students, is protected through strict adherence to the rules of the Family Education Rights and Privacy Act.
- b. LSCO's statement regarding the Family Education Rights and Privacy Act can be found in [LSCO's Student Handbook](#), page 70.
- c. Distance Education students are issued a unique, nine-digit campus-wide student identification number (CWID) during the admission process at LSCO. The CWID number is the unique identifier for all individuals throughout their academic careers at LSCO.
- d. Distance Education students are issued a unique username and password. The username and password combination are required for login to the Learning Management System.
- e. Distance Education students must follow LSCO's IT policy requirements for password length, complexity, and frequency of change, and must accept responsibility for the security of their personal passwords. The penalty for failure to protect username and password security can include
 - i. Loss of access to LSCO information resources,
 - ii. Disciplinary action up to and including termination for employees and suspension or expulsion for students, and
 - iii. Civil or criminal prosecution.
 - iv. Refer to [LSCO's Administrative Policies and Procedures](#) manual, pages 289 – 292, for more information.
- f. The privacy of Distance Education students is protected by:
 - i. Controlled access to the Learning Management System for students and faculty; and
 - ii. LSCO-issued username and password login requirement for course access;
- g. The Learning Management System provides protection for student and faculty information through security processes that are built in and maintained by the provider;
 - i. LSCO's Learning Management System, Blackboard, [privacy policies](#) can be found on the [Blackboard Help](#) website.
- h. Instructors in a distance education course and/or program may require proctoring of assignments; however, they must provide alternative proctoring solutions for students who wish to preserve their privacy while completing online assessments and do not wish to allow an online proctoring service to access their webcams and/or microphones in order to verify identity and/or ensure academic honesty. Alternatives may include, among other solutions, permitting use of the LSCO Testing Center or use of a remote proctor, subject to instructor approval of the proctor and site. See "Proctor Guidelines and Form" in the Distance Education module under the "[Academic Resources](#)" channel in Blackboard for additional information.
- i. Distance learning faculty will inform students of ways their information or work may be used by the college.
 - i. Any student work used in conducting institutional research will be redacted to remove all personal identifying information (PII) and/or archived in a secure physical or electronic location with closely restricted access.
 - ii. Students whose work may be used in research projects or initiatives will be asked to sign a release form and student privacy will be of the utmost importance.

2. Release of Student Information

- a. Federal privacy laws protect all LSCO Distance Education students. Student information will not be divulged to third parties, including parents and legal guardians of students;
- b. All requests by third parties for student information shall be directed to the Registrar's Office.

- c. Access to student information by faculty and staff is restricted by policy and practice to only those officers who can demonstrate a legitimate need to know in order to perform work-related duties such as advising, scheduling, or counseling. Additional information can be found in [LSCO's Administrative Information System/Banner](#) manual, pages 6 – 8.
- d. Release of information via the [Open Records Act](#) public information protocols can be found on our website, www.lSCO.edu.