

SRTC Procedure: Distance Education Student Privacy

Purpose

The purpose of the Southern Regional Technical College (SRTC) Procedure: Distance Education Student Privacy is to ensure that the security of student personal information, assessments, evaluations, and the dissemination of these results of students taking distance education courses are protected.

Secure Login

SRTC faculty and staff inform students of the secure login method via the SRTC website, new student orientation, and the distance education learning management system (LMS). SRTC faculty and staff provide the login requirements and instruct students not to share their login and password information with others.

Online Courses Backup

The SRTC Distance Education Department ensures that disaster recovery backups of all courses in the LMS are conducted at least every two weeks. Backups of the LMS data are stored and managed by Georgia Virtual Technical Connection (GVTC) staff in accordance with their disaster recovery procedures. GVTC staff maintains an archive of the courses on the GVTC server for one year and a term after the courses end.

Third-Party Software

Each term, the SRTC Distance Education Department collects regulations for security of student personal information from third-party providers and maintains a secondary login account for third-party software/sites used by instructors. The Department maintains the login information in secure storage. The contents of the files are retained for one year and a term after the courses end.

Access to Technical College Information: Acknowledgement & Compliance Statement

The SRTC Human Resources Department requires all new instructors to sign the *Access to Technical College Information: Acknowledgement & Compliance Statement*. The forms are retained in the personnel files located in the Human Resources Department. The SRTC Distance Education Department provides periodic training for all instructors on best practices for assuring that the security of student personal information, assessments, evaluations, and the dissemination of these results are maintained.

Graded Materials, Grade Books, and Student Learning Outcomes

All course materials required to verify grades and student performance towards standards that are necessary for accreditation purposes are collected and maintained by program faculty in accordance with specific program accreditation requirements and the SRTC Procedure: Release of Student Records.

Responsibility

The Assistant Vice President for Academic Affairs has overall responsibility for ensuring this procedure is implemented.

References:

[SRTC Procedure: Release of Student Records](#)

Adopted: 10-20-14
Implemented: 07-01-15