



## Samford University Office of Academic Affairs

### *Procedures for Protecting the Privacy of Distance Education Students*

As described in Samford University Policy 6.04, *Computing and Information Technology Values and Policies*, the institution provides for security of user and institutional data (including data within distance and correspondence education courses or programs, and on campus programs and courses) through a variety of commercially reasonable practices. In addition to maintaining the security measures required in Policy 6.04, staff and faculty are expected to adhere to the following procedures for protecting the privacy of distance education students:

- Teach all distance education courses using Canvas, the University's learning management system, to ensure security of student work and grades.
- Utilize the University's secure student information system, Banner, to report student grades.
- Utilize Canvas messaging or the University's email system for all official, confidential communication such as providing feedback on student work, releasing course progress information to students, etc. Personal email accounts are not permitted for corresponding with students.
- Keep student work, scores, and grades confidential. Students enrolled in the course should not have access to other students' work or grades.
- As per the Confidentiality-Security agreement signed each year, keep course, Canvas, and email account information secure. Sharing of login information is not permitted.
- Unauthorized access to Canvas courses is not permitted. This includes assigning students a different role than that of a student. Anyone not assigned as the official "instructor of record" should only be assigned a teaching role if there is an educational need-to-know rationale for having access.
- Complete mandatory FERPA training and follow FERPA guidelines for sharing student educational record information with other faculty, staff, parents, or others outside the university.
- Outside reviewers (accreditation, academic program review, etc.) must be approved through the non-disclosure agreement process before given access to Canvas and are only temporarily enrolled in applicable courses. This process originates with review by the Director of Instructional Design ([samfordonline@samford.edu](mailto:samfordonline@samford.edu)).