

4.8.2 has a written procedure for protecting the privacy of students enrolled in distance and correspondence education courses or programs.

Compliance Partial Compliance Non-Compliance

Narrative:

Chattahoochee Valley Community College (CVCC) protects the security, confidentiality, and integrity of student's computerized records including distance learning course work in accordance with the US Department of Education [Family Education Rights and Privacy Act of 1974 \(FERPA\)](#).

The Office of Information Systems has multiple processes and procedures in place to ensure protection of security, confidentiality, and integrity of its student records as outlined in [CS3.9.2](#). CVCC utilizes Alliant Data System's - CampusKey, a student information management system, and other servers to store and manage electronic student information. All servers and content management systems are secured by a firewall at the edge of the College's network. In addition, all electronic communications between the College's computer systems and the student are secured by SSL encryption.

As outlined in the [Distance Education Policy](#), students are assigned a unique user ID and password upon registering with the College for the first time. The student ID is unique and the initial password is based on information that is known only by the student. Students are encouraged to change their password once they have logged into Pirate Web for the first time. A pop-up warning is initiated stating the user is logging in using a default password if it has not been changed. The Blackboard course management system displays a message on the login screen suggesting that students change their password regularly and no less than twice a semester.

To ensure that faculty and staff understand and carry out the commitments to confidentiality, integrity, and security of student academic records, the Office of Human Resources conducts a [New Employee Orientation](#), usually two times per year or as necessary. This formal orientation provides employees with information about FERPA and other pertinent topics.

Policies and procedures for privacy of student educational records are included in the [College Catalog and Student Handbook](#) and the College [website](#). Students may obtain information about FERPA as published in the current catalog and on the College's website. Interested parties may also obtain a paper copy of information regarding FERPA or the annual notification process by contacting the Office of the Admissions.

SUPPORT DOCUMENTATION
Family Educational Rights and Privacy Act Regulation – (FERPA)
Distance Education Policy
New Employee Orientation – FERPA
College Catalog and Student Handbook, Student Handbook – Pages 230-234
College Website – College Catalog

