

# **CPTC Procedure: Distance Education Student Privacy**

## **Purpose**

Coastal Pines Technical College (CPTC) is committed to respecting and protecting the privacy of students. CPTC abides by the Family Educational Rights and Privacy Act (FERPA) of 1974, as outlined in the College Catalog, to protect the confidentiality of all student records, including those for distance learning.

## **Procedure Statement**

Students who attend distance learning courses via online technologies access the learning environment through the learning management system (LMS) environment. The Georgia Virtual Technical Connection (GVTC) is the portal for online learning for the colleges in the Technical College System of Georgia. The learning management system utilizes a secure and unique student login and password generated by the College once a student is officially accepted. Students are enrolled in their distance education course and campus courses through integration with the Banner student information system therefore guaranteeing synchronization of information. Access to the LMS is gained through a secure portal using a personal student login and password. Students are required to change their password during each semester for an added level of security.

An additional method of verifying identity is the requirement of students, participating in online courses, to have at least one proctored event (a major exam or assignment) during the course. The College provides exam proctoring or assignment proctoring, at no charge, through the LMS using a proctoring solution contracted by Coastal Pines Technical College or on designated campuses for any online student, regardless of their college, during the examination period.

GVTC publishes its privacy policy on its website, located in the Resources area, which is accessible to students from the LMS Portal Page. Coastal Pines Technical College provides students with individual secure login and passwords to the learning management system (LMS). Securing the students' information and providing additional security measures is addressed during faculty and staff training. The Blackboard privacy statement is available online. Instructors may use other technologies as outlined in their course. Other technologies must have student privacy statements available for review prior to Distance Education adding the technology via integration into the LMS.

Identifying information pertaining to students on our websites or publications will only be used with their express consent. The College does, however, maintain students and contacts through the Banner Student Information System. Non-directory information is confidential, only authorized personnel are allowed access to the Banner Student Information System.

All users of the College's learning management system are responsible for maintaining the security of usernames, passwords and any other access credentials assigned. LMS access credentials may not be shared or given to anyone, for any reason, other than the user to whom they were assigned. Users are responsible for any and all uses of their account.

## **Violations**

The Vice President for Student Affairs serves as the contact person for reports of privacy violations; any concerns will be addressed immediately.

**Responsibility**

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

**Adopted:** April 28, 2014

**Reviewed:** November 16, 2022