

## Policy for Protecting the Privacy of Students Enrolled in Distance Education Courses

**FERPA:** Southern Union State Community College protects the privacy of all students, including those enrolled in distance education courses/programs, through strict adherence to the Family Educational Rights and Privacy Act of 1974 (FERPA). The official FERPA statement is available for students and public view in the Student Handbook and Catalog

**Secure Login and Password:** Each distance education faculty member and student will enter their unique SUSCC email and password to access the Canvas learning management system. This combination of the user's unique email and password identifies faculty members and students to the system upon each visit. All parties accept responsibility for the security of their personal passwords and must not share them with anyone. Student and faculty information is protected and separated from other users within the Canvas learning/teaching environment and from outside intruders.

The Distance Education Department considers all account login information, grades, and other student information as confidential. For additional account security, users should change the default password in their Canvas account upon the first login. Passwords should be kept confidential to prevent unauthorized access to coursework. Forgotten passwords must be reset by contacting [support@suscc.edu](mailto:support@suscc.edu).

**Additional Security of Online Coursework:** Faculty members teaching online classes will promote the security of students' personal data and course grades by utilizing the course management system grade book that (1) contains only students enrolled through the Student Information System and (2) prohibits students from accessing other students' grades. Grades should not be posted in any manner that identifies students.

Many security features, such as those listed below, are provided within the course management system. Instructors are encouraged to utilize as many of these as necessary to ensure the safety, security, and integrity of student coursework.

- Question groups that randomize the selection of quiz questions for each student.
- Instructor-provided passwords for quizzes, tests, and other graded assignments.
- Time limits for quiz/test attempts.
- Automatic shuffling of questions and shuffling of multiple-choice responses between student quiz/test attempts.
- Browser security settings (lockdown browser) prohibiting access to other online sites and/or prohibiting printing during quizzes and tests.
- Limiting student access to quiz/test grades or to review of graded quizzes/tests until all submissions have been graded.
- Quiz/test item presentation options (one question per page, no returning to previous questions, etc.).
- Limiting the number of attempts per quiz/test.
- Time delays between subsequent attempts of quizzes or tests that allow multiple attempts.