EL PASO COMMUNITY COLLEGE PROCEDURE

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Effectiveness: (915) 831-6740

EBA-1 **Student Privacy in Online Courses**

APPROVED: July 13, 2012 **REVISED**:
Year of last review: 2021

AUTHORIZING BOARD POLICY: EBA

Classification: Administrative
Vice President or Associate Vice President: Associate Vice President of Instruction and Student Success
Designated contact: Director of Distance Learning Support Services

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OBJECTIVE: To protect the confidentiality and privacy of students in online classes.

PROCEDURE: EPCC recognizes that the privacy and confidentiality of students in EPCC online courses are important, and EPCC is committed to protecting the privacy of all students. This procedure describes what information is collected and how that information is used and protected.

I. EPCC collects personal information for registration in online courses through the secure online Banner Web that is used for all traditional and online registration enrollment. Personal information is held confidentially and accessible only by authorized EPCC personnel. All student personal information is protected by the *Family Educational Rights and Privacy Act* (FERPA) with students being given the option to protect personal information.

II. EPCC's Distance Learning Support Services Department is to receive only limited and encrypted student data from Admissions and Registration that is necessary for students to access their online courses. In addition, the Distance Learning Support Services Department is not to keep or archive documents that contain personally identifiable student information. All such documents are to be destroyed.

III. EPCC's Distance Learning Support Services Department is to employ secure login with user identification and password for EPCC personnel and online students to access the online course management system. The user identification is generated by the EPCC IT Division, and the password is user-defined in order to enhance personal security and individual privacy. EPCC assumes the cost for the verification of student identification for distance learning courses.

IV. EPCC requires all vendors providing course management systems access and/or hosting online courses to ensure that the exchange from the user/student to the course management system is encrypted to protect individual privacy. In addition, EPCC requires through contract that vendors hold all personally identifiable information in secure and confidential facilities and servers.

V. EPCC will comply with current State and Federal regulations regarding the protection of student privacy.

The EPCCCD does not discriminate on the basis of race, color, national origin, religion, gender, age, disability, veteran status, sexual orientation, or gender identity.