



## **STUDENT PRIVACY PROCEDURES FOR ONLINE/DISTANCE EDUCATION LEARNERS**

Bethune-Cookman University is committed to protecting the privacy of all students, including those in online and hybrid courses. The University utilizes Google Workspace supported Single-Sign-On (SSO) with websites and services including e-learning. The following procedures are applied to ensure confidentiality of student information and privacy for distance learning students.

1. To protect the privacy of all students, including distance learning students, B-CU complies with the Family Educational Rights and Privacy Act (FERPA) of 1974, as published in the University catalogs, Faculty Handbook, Student Handbook and posted on FERPA website, on B-CU's Academic Policies and the Registrar's webpages.
2. All individual student information acquired by instructors, advisors/counselors or administrators in the course of their work at the University is confidential. It can be disclosed to others only with prior written consent of the student involved (via FERPA release Form posted on Wildcat web) or under legal compulsion.
3. B-CU uses Canvas by Instructure Learning Management System (LMS) to provide online and hybrid courses. The Center for Information Technology (CIT) limits system administrative access to employees who directly manage this system and provide a password-protected entry portal to ensure that the student enrolled in the course is the student who enters the online classroom. New students are required to establish their own password upon initial login and can change their password confidentially at any time. As an added security measure, all passwords must be a minimum of 8 characters with a mix of uppercase letters (A-Z), lowercase letters (a-z), numbers (0-9), and symbols (e.g., !, @, #, \$). The University also requires Google 2-Step Verification for all student accounts.
4. In a secure LMS environment, faculty may post course materials, assignments and exams, and discussion forums for their courses, where students can participate in forum discussions, upload assignments, and take quizzes and exams. The privacy of individual students' assignments and grades are maintained within the course management system.
5. Students are responsible for protecting their secure login information throughout their enrollment at the University. Students should never be asked or required to disclose passwords of their accounts to any University employee or to other students.
6. Faculty and staff are trained in the importance of protecting student privacy and maintaining confidentiality of student information. The password-protected LMS ensures privacy of individual students' records, such as grades and attendance. Students can view only their own information and information posted to areas made accessible to the whole class by the instructor, such as discussion boards.
7. Some online exams may be proctored using an online proctoring solution. Information on online proctoring is included in syllabi for these courses. Confidentiality of proctoring information is maintained by the proctoring service provider and the respective instructor and LMS administrator.