

# PROCEDURE:

## 6.3.1p1. Distance Education Student Privacy

*Revised: June 18, 2014; June 17, 2015; September 21, 2016; August 15, 2018; August 21, 2019; June 17, 2020; August 17, 2022; August 15, 2023*

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*Adopted: June 19, 2013*

### I. **PURPOSE**

Ogeechee Technical College shall protect the privacy of students enrolled in distanced education courses or programs, including student personal information, academic records, and the dissemination of this information.

### II. **RELATED AUTHORITY**

State Board Policy 6.3.1. Student Records

TCSG Procedure 6.3.1p1. Student Records Procedures

TCSG Procedure 6.3.2p Student Records Retention Schedule

Ogeechee Technical College Procedure 5.1.2p5. Proctoring

### III. **APPLICABILITY**

This procedure applies to students enrolled in credit courses at Ogeechee Technical College.

### IV. **DEFINITIONS**

**Distance Education:** Distance Education is defined as a formal education process in which the majority of instruction occurs when students and instructors are not in the same place. Distance education courses at Ogeechee Technical College are web-based courses.

**Blackboard:** The Learning Management System utilized by the Technical College System of Georgia and Ogeechee Technical College to offer distance education courses through a web-based platform.

### V. **ATTACHMENTS**

None.

### VI. **PROCEDURE**

Ogeechee Technical College utilizes secure logins/passwords to verify the identity of students enrolled in distance education courses. All students enrolled in distance education courses must use a secure login/password to submit assignments and access materials. In addition, faculty members can require a proctored event.

Students use a secure login and password to access online courses through Blackboard. Reliability, privacy, safety, and security for online Blackboard courses are

provided by Georgia Virtual Technical Connection (GVTC). GVTC is the contact for any server-level administrative changes.

When a student enrolls in the College, a secure login is created using information from Banner. All information in Banner, including student identification numbers, is protected in compliance with the Family Educational Records and Privacy Act (FERPA) and is not shared. Any records maintained electronically by Student Affairs or instructors are protected by username and password. From the first time a student signs into his/her Blackboard account, OTC faculty and staff do not have access to students' Blackboard passwords. Students must use their unique login and pass-code combination to access course materials, submit assignments, and review grades.

In addition to using secure logins/passwords, Ogeechee Technical College allows faculty members to determine if their course will require a proctored test or assignment on campus as a means of verifying identity. Students who live more than 50 miles from campus may secure an off-campus proctor, who must be approved by the course instructor.

Ogeechee Technical College does not assess any fees associated with the verification of the identity of distance education students. Students who choose to use an off-campus proctor may complete their proctored event at any TCSG college free of charge. If a student chooses to utilize a proctor outside of TCSG, the student is responsible for any fees assessed by the proctoring site.

## **VII. RECORD RETENTION**

All records associated with this procedure are maintained in accordance with the records retention policy.