Policy 10.6
Protecting Student Privacy in Distance Education

Responsible Official: Provost and Executive Vice President for Academic Affairs
Administering Division/Department: General Policies
Effective Date: April 01, 2013
Last Revision: April 26, 2017

Policy Sections:

I. Overview
II. Applicability
III. Policy Details
IV. Related Links
V. Contact Information
VI. Revision History

Overview

Consistent with its mission to create, preserve, teach, and apply knowledge in the service of humanity, Emory University offers its students a wide range of educational experiences in many different settings and formats. This policy addresses the need, as stipulated by the Southern Association of Colleges and Schools Commission on Colleges, to ensure the privacy of students enrolled in distance education courses and programs.

Applicability

This policy applies to all faculty members, students, and staff involved in distance education.

Policy Details

Procedures for Protecting Distance Learning Student Privacy

Emory University protects the privacy of all students, including students enrolled in distance education courses and programs, through compliance with the requirements of the Family Educational Rights and Privacy Act of 1974 (FERPA) that govern the confidentiality and release of student information. FERPA guidelines are available to the Emory University community and public through the Office of the Registrar website: http://registrar.emory.edu/Students/FERPA/

Emory University provides each student and staff member with a unique computer network identification and password at the time of initial registration or employment. These unique identifiers are required for access to university online systems including learning management software such as the Canvas Learning Management System (LMS). The learning management systems used by Emory University are secure environments for faculty members to post assignments and examinations while ensuring the privacy of students’ assessments and grades.

Emory University IT policies require that all online applications provide explicit notice to all users at the time of login that the system is private, may be used only by authorized parties, and by logging in, the user acknowledges responsibility and accountability for all activities on the system [http://policies.emory.edu/5.5]. In addition, these policies prohibit the sharing or multiple use of network IDs and outline standards for remote access, encryption, and other security procedures [http://policies.emory.edu/5.1 ; http://policies.emory.edu/5.5 ; http://policies.emory.edu/5.6 ; http://policies.emory.edu/5.13 ; http://policies.emory.edu/5.14].
Course or program policies may require distance education courses to implement supervised, proctored examinations either on an Emory University campus or at another authorized site such as remote testing centers. Transfer of completed student exams to the course instructor is restricted to secured institutional e-mail or fax, authorized mail carrier, or approved secure online system.

Related Links

- Current Version of This Policy: [http://policies.emory.edu/10.6](http://policies.emory.edu/10.6)
- [Office of the Registrar FERPA guidelines](http://registrar.emory.edu/Students/FERPA/)

Contact Information

<table>
<thead>
<tr>
<th>Subject</th>
<th>Contact</th>
<th>Phone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Clarification of Policy</td>
<td>Office of Provost</td>
<td>404-727-7452</td>
<td><a href="mailto:nbliwis@emory.edu">nbliwis@emory.edu</a></td>
</tr>
</tbody>
</table>

Revision History

- Version Published on: Mar 11, 2014
- Version Published on: Mar 11, 2014 *(Original Publication)*

*Emory University policies are subject to change at any time. If you are reading this policy in paper or PDF format, you are strongly encouraged to visit policies.emory.edu to ensure that you are relying on the current version.*