



Lamar State College Port Arthur

FACULTY HANDBOOK

Effective July, 1999
With 2013 Updates

MEMBER THE TEXAS STATE UNIVERSITY SYSTEM

APPENDIX P

POLICY ON PROTECTING THE PRIVACY OF DISTANCE EDUCATION STUDENTS

I. OVERVIEW OF DISTANCE EDUCATION PRIVACY PROTECTIONS

- A. The privacy of all students, including Distance Education students, will be protected through strict adherence to the rules of the Family Education Rights and Privacy Act.

- B. All students, including Distance Education students, will be issued a unique, nine-digit student identification number during the acceptance process at Lamar State College – Port Arthur. The student ID number will become the unique identifier for all individuals throughout their academic career at Lamar State College – Port Arthur and will be meaningless outside of Lamar State College – Port Arthur systems.

- C. All students, including Distance Education students, will be issued a unique username and password. The username and password combination are required for login to My.LamarPA.edu and the Learning Management System. Students must follow the Lamar State College – Port Arthur IT Policy requirements for password length, complexity, and change frequency. Students must accept responsibility for the security of their personal passwords.

- D. The privacy of all students, including Distance Education students, will be protected within the Learning Management System by:
 - 1. Controlled registration of students and assignment of faculty to online courses.
 - 2. LSC-PA issued username and password login required for course access.
 - 3. Student information is separated from others' within the Learning Management System and protected from outside intruders.
 - 4. Faculty information is protected from student views within the Learning Management System and from outside intruders.

- E. Distance Learning faculty will keep the concern for student privacy in the forefront of all activities related to Distance Learning courses. Distance learning faculty will inform students of anticipated ways their information or work may be used by the college. The following statements must be included in course syllabi distributed to students:

II. ASSESSMENT

- A. Assessment is a process by which LSCPA can help students learn better and gauge the level of progress students have made to attain knowledge, skills, beliefs, and values. It also helps professors understand how to improve teaching and testing methods in your classes, and it helps each department understand and improve degree and certificate programs.

- B. Periodically LSCPA will collect assessment data for research and reporting purposes, including statistical data and sometimes copies of student work. Students can be assured that all material the college uses for assessment purposes will be kept confidential. To ensure anonymity, the name will be removed from any material LSCPA uses for assessment purposes, including video-recorded performances, speeches, and projects.

III. RELEASE OF STUDENT INFORMATION

- A. Federal privacy laws apply to college students. This means that college employees, including instructors, cannot divulge information to third parties, including parents and legal guardians of students. Even if the students are minors, information about their college work cannot be shared with anyone except in very limited circumstances.
- B. Anyone requesting information about a student should be referred to the Registrar. Instructors will be notified in writing by that Office about what information may be released and to whom.
- C. Please remember that releasing private information about a student, however innocuous it may seem, can be a violation of federal law, with very serious consequences.
Circumstances under which information may be released:
 - 1. An adult student may submit, to the Registrar, a handwritten, signed note granting permission for release of information. The note must specify what information may be divulged, and it must specify the name of the person to whom the information may be given.
 - 2. A parent or guardian may be given access to information about a student by providing a copy of a filed tax return that shows that the student was listed as a dependent of that parent or guardian. The tax return must be for last complete tax year. Again, this documentation must be submitted to the Registrar's Office.
 - 3. A parent or guardian may be given access to information about a student if the student logs on to MyLamarPA and sends an email to the Registrar granting permission. The email must specify what information may be given and the name of the person to whom it may be given.

Approved by the Distance Learning and Technology Committee on November 29, 2012