

## DISTANCE EDUCATION AND PRIVACY PROTECTION CLAFLIN UNIVERSITY

It is the policy of Claflin University to protect the privacy of all students, including those enrolled in distance learning programs. The Claflin University's regional accreditation requires that it maintain a written privacy policy for students enrolled in distance education and correspondence education programs.

### FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA) <sup>6</sup>

#### **POLICIES AND PROCEDURES AT CLAFLIN UNIVERSITY**

As published in the student handbook, Claflin University complies with the Family Educational Rights and Privacy Act (FERPA) of 1974 to protect the privacy of all students, including distance learning students.<sup>1</sup>

Claflin University issues all new students, including those enrolled in distance education programs, with a special student identification number and PIN number to enable them to access the Jenzabar Student Information System. Claflin University's student ID serves as an identifier for each student throughout his/her academic career. It is recommended that students do not disclose their unique student identification number or PIN number to anyone else.<sup>2</sup>

Students will need their student ID number and personal identification number (PIN) to access all college resources, including the Jenzabar SIS system. Jenzabar is Claflin University's web-based student information system used by all students, including those enrolled in distance education, for course registration, grades, textbook information, financial information, and personal information.<sup>3</sup>

- Claflin University's distance learning students access their courses through a learning management system (LMS). A learning management system is a set of software tools that provide students with an online course environment. Claflin University uses Moodle as its official learning management system for online courses.
- Faculty and students use their own login information and password to access the LMS.
- All users are required to change their passwords every 90 days as an additional security measure.<sup>4</sup>
- The LMS restricts faculty access to information contained within the courses they teach, while students have access only to information published by faculty in courses, they

enroll in.

- In the secured environment of the LMS, instructors can post course materials, assignments, and exams, and students can participate in forum discussions, upload assignments, and take quizzes and exams. The learning management system protects the privacy of individual students' assignments and grades.

At Claflin University, students and faculty must respect diversity and communicate through the university's learning management system.

During the semester, students and faculty are advised not to delete any communication in the learning management system. Students and faculty must communicate via Claflin email and Moodle.<sup>4</sup>

To learn about the rights and responsibilities of online students, Claflin University requires them to attend an online orientation.

### **Guideline and procedure applicability:**

Distance education and privacy protection apply to all credit bearing courses offered via distance education.

### **Document Submitted By:**

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### **Resources:**

<sup>1</sup> [https://www.claflin.edu/docs/default-source/academic-affairs-student-services/2020-2021-claflin-university-student-handbook.pdf?sfvrsn=5466040e\\_0](https://www.claflin.edu/docs/default-source/academic-affairs-student-services/2020-2021-claflin-university-student-handbook.pdf?sfvrsn=5466040e_0)

<sup>2</sup> <https://www.claflin.edu/admissions-aid>

<sup>3</sup> [https://www.claflin.edu/docs/default-source/records-and-registration/claflin-privacy-of-educational-records.pdf?sfvrsn=66f8380e\\_9](https://www.claflin.edu/docs/default-source/records-and-registration/claflin-privacy-of-educational-records.pdf?sfvrsn=66f8380e_9)

<sup>4</sup> [https://www.claflin.edu/docs/default-source/policies-and-procedures/6-information-technology/policy-600-02---computer-passwords.pdf?sfvrsn=b81390e\\_2](https://www.claflin.edu/docs/default-source/policies-and-procedures/6-information-technology/policy-600-02---computer-passwords.pdf?sfvrsn=b81390e_2)

5 [https://www.claflin.edu/docs/default-source/policies-and-procedures/6-information-technology/policy-600-01---computer-use.pdf?sfvrsn=a81390e\\_2](https://www.claflin.edu/docs/default-source/policies-and-procedures/6-information-technology/policy-600-01---computer-use.pdf?sfvrsn=a81390e_2)

6 <https://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html>