



Policy 01:211 – Privacy of Student Data

Purpose and Intent

The University of Montevallo is committed to treating the data of all students, whether they are enrolled in traditional, hybrid, or online courses, in compliance with the Family Educational Rights and Privacy Act (FERPA) of 1974. The purpose of this policy is to ensure that the University of Montevallo operates in compliance with the provisions of FERPA by providing staff and faculty with a statement of required procedures covering the privacy rights of students and ensuring the confidentiality of each student's educational records.

Policy

As provided for in the Faculty Handbook Section 4.13, Confidentiality of Student Data, all employees must familiarize themselves with the provisions of FERPA: *Faculty and staff are responsible for complying with FERPA and are required to review FERPA information and successfully complete the FERPA quiz.*

In accordance with this policy:

1. Faculty will not publicly post any grades or personal information for any student. Faculty who wish to make grades available electronically are urged to use the password-protected student grade book in Canvas. Each student has distinct, password-protected Canvas and email accounts. Students can have their passwords reset by the Information Services and Technology Solution Center.
2. To further protect the privacy of students, all faculty must contact students using either University email or secure Canvas messaging. Messages sent through University email or Canvas messaging can only be seen by the individual student.
3. No student personal information, other than directory information as defined by FERPA, will be stored on faculty or staff personal devices or University owned devices, mobile or otherwise, which do not contain at least 128 bit encryption software such as BitLocker.
4. In the event of theft or loss of a device that contains student data, faculty will report the loss to University Police, the Solution Center Manager or Information Services and Technology Asset Manager, and the Provost/Vice President for Academic Affairs.
5. Electronic gradebooks other than the one in Canvas must be password protected and/or encrypted to ensure the security of student data.

6. A student may provide written consent to release personally identifiable information which names the party or class of parties to whom disclosure may be made and what information may be released. Such documentation shall be maintained by the Registrar.
7. University employees who have access to student records must report any improper requests for access to student records to their supervisors.

Approved 05/16