



Piedmont Virginia Community College

PROCEDURES FOR PROTECTING DISTANCE LEARNING STUDENT PRIVACY

Piedmont Virginia Community College makes no distinction between the privacy rights of students enrolled in distance learning courses or programs and the privacy rights of other students.

Purpose and General Information

Procedures for protecting distance learning student privacy:

1. Piedmont Virginia Community College protects the privacy of all students, including distance learning students, through the strict adherence to the rules of the Family Educational Rights and Privacy Act of 1974 as Amended (FERPA). The official FERPA statement is available for student and public view through the Piedmont Virginia Community College web site and in college catalogs. All Piedmont Virginia Community College employees complete required annual training in FERPA rules.
2. Piedmont Virginia Community College issues each student a student identification number at the time of initial registration and each college employee upon date of employment. These student and employee IDs become the unique identifier for all individuals throughout their academic and professional career at Piedmont Virginia Community College. The user ID is required for both students and faculty to access PVCC's online class environment housed within Blackboard. Blackboard is a secure environment for faculty members to post assignments and exams while ensuring privacy of individual students' assessments and grades.
3. All faculty members are assigned a shell in Canvas for each class they teach. The employee ID is assigned to the courses assigned to the faculty member. Each student registered in a class will be tied to the course roster within that instructor's course and identified to both the instructor and Canvas by their individual student ID.
4. Secure Login and Password: Each distance learning faculty and student enters his/her ID into the Piedmont Virginia Community College student/faculty portal. This combination of user ID and password identifies faculty and students to the system on each subsequent course visit.

- All parties accept responsibility for the security of their personal passwords.
- Canvas system requires all passwords to be updated at least annually.
- Student information is separated from others' within Canvas and protected from outside intruders.
- Faculty information is protected from student views within Canvas and from outside intruders.

5. Proctored Examinations: Instructional policies or expectations from receiving institutions may require distance learning courses to implement supervised, proctored examinations. Students must identify themselves to the remote or on-campus testing center with a current picture ID card. A Piedmont Virginia Community College ID is preferred. Authorized off-campus testing centers are subject to instructor approval and may include:

- Testing Centers at other colleges or universities
- Military establishments
- Public libraries
- Return transfer of completed student exams is restricted to secured institutional email or fax and/or overnight carrier sent directly from the remote site administrator to the attending faculty member.

6. Confidential information including grades, private contact information, or personal information directly attributed to a student is transmitted through secure interaction.