Texarkana College

Purpose and General Information

Under Federal Requirements compliance, the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) requires that institutions have a written procedure for protecting the privacy of students enrolled in distance learning courses and programs. As such, the purpose of this document is to outline the steps Texarkana College takes effectively to provide this protection.

Procedures for protecting distance learning student privacy:

1. Texarkana 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 Texarkana College web site. All Texarkana College employees complete required annual training in FERPA rules

2. Texarkana 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 Texarkana College. The user ID is required for both students and faculty to access TC's online class environment housed within *Moodle Learning Management System (LMS)*. The Moodle LMS 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 Moodle 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 the LMS by their individual student ID.

4. Secure Login and Password: Each distance learning faculty and student enters his/her ID into the Banner 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.

   - The Banner system requires all passwords to be updated every ninety (90) days.

- Student information is separated from others' within the LMS and protected from outside intruders.

- Faculty information is protected from student views within the LMS 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 Texarkana 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.