



UNIVERSITY OF RICHMOND

Policy Manual

Policy #:	ACD-2005	Policy Title:	Policy on Protecting Student Privacy in Distance Education
Effective:	1/15/2023	Responsible Office:	Registrar's Office
Date Approved:	1/10/2023	Approval:	EVP and Provost
Replaces Policy Dated:		Responsible University Official:	University Registrar

PURPOSE:

The University of Richmond is committed to protecting student privacy for students enrolled in distance education courses.

SCOPE:

This policy applies to the education records of all current and former students of the University of Richmond. Faculty, staff and students of the University are expected to comply with this policy.

INDEX:

- ACD-2005.1.....Definitions
- ACD-2005.2.....Policy statement
- ACD-2005.3.....Applicable Regulations & Accreditation Standards

POLICY STATEMENT:

ACD-2005.1 – Definitions

Student

Any person who attends or has attended the University of Richmond whether physically present on a campus or online and regarding whom the University maintains education records.

ACD-2005.2 – Policy

The University is committed to protecting student privacy, regardless of the modality of the course in which a student is enrolled. University policies regarding student privacy and information security that apply generally to students and courses apply without regard to teaching modality; those privacy and information security policies apply to all students and courses, including distance education courses.

Student privacy in online settings and distance education courses are protected through the use of secure user names and passwords and the University's use of secure technologies and multi-factor identification to access those technologies.

University personnel are required to follow University and FERPA guidelines for sharing student educational record information with other faculty, staff, parents, or others outside of the University. In addition to adhering to privacy protections that apply to all students (including the University's FERPA policy), faculty teaching distance education courses must:

- Use the University's LMS (Blackboard) to teach all distance education courses in order to ensure the security of student course material, communication, student work submission, and grades. Instructors are required to use Blackboard to post course material, send announcements, facilitate collaboration among students, collect student work, deliver tests and quizzes, and post grades.
- Use the University's secure BannerWeb site to report student grades.
- Use BlackBoard or the University's email system for all official, confidential communication such as providing feedback on student work, releasing grade information to students, etc.
- Keep student work, scores, or grades confidential. Students in the course must not have access to other students' work or grades.
- Keep BlackBoard or UR email account information secure, not share login information with anyone, give anyone unauthorized access to the BlackBoard course or assign a student the role of instructor or graduate assistant in BlackBoard.
- Ensure that any other form of communication or collaboration software used in the class conforms to University standards for protecting student privacy

At the discretion of the faculty, any student enrolled in a distance education course may be required to undertake a video interview or exam, when a photo ID will be required.

ACD-2005.3 – Applicable Regulations & Accreditation Standards

Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99)
Code of Virginia: § 23.1-405. Student records and personal information; social media
SACSCOC standard 10.6

RELATED POLICIES:

ACD-2004: Privacy of Education Records (FERPA) Policy

IRM 2001: Acceptable Use Policy

IRM 3002: Official University Communications Policy

IRM 4001: Password Policy

IRM 4004: Data Security Policy

IRM 4006: General Data Privacy Regulation (GDPR) Privacy Notice

POLICY BACKGROUND:

Longstanding practice codified in policy library January 2023.

POLICY CONTACTS:

University Registrar, Registrar's Office

Director of Information Security, Network Services