

## **Brazosport College Distance Learning Student Privacy Statement**

Brazosport College complies with all of the requirements of the [Family Educational Rights and Privacy Act](#) (FERPA). We are committed to protecting the privacy of a student's educational record regardless of delivery method. The Registrar is the point of contact for all FERPA related issues, and all employees are informed and trained of their responsibilities of unauthorized release of confidential records or information during mandatory FERPA training offered during Convocation, Community Education Training, and the Adjunct Academy. Because an online environment creates a record of student activity, it is subject to FERPA privacy rights, unlike verbal exchanges in a physical classroom.

### **Identity Verification in Distance Learning Courses**

The identity verification process for online courses protects student's privacy through the use of a secure portal, with a secure login and student-selected password.

### **Faculty Responsibility**

Faculty and staff understand and carry out a commitment to confidentiality, integrity, and security to protect the privacy of students who participate in distance learning activities. Students' records are kept private by the instructor, except in cases where academic staff or administration access the course, with legitimate educational interest under FERPA guidelines and [FJ-R \(LOCAL\)](#) policy pertaining to Student Records.

### **Student Responsibility**

In order to maintain confidentiality, portal login passwords is generated by the student and any password reset is completed through [BC Password Reset](#). It is the student's responsibility to keep their password confidential. See [the Student Account Security Agreement](#).

Only work submitted to open forums, like discussion boards, can be accessed by other students; other assignments, grades and correspondence are not viewable by other students.