

Portal Security - FERPA Guidelines

FERPA Guidelines for Faculty and Staff

The federal Family Educational Rights and Privacy Act (FERPA) of 1974 as amended provides for the rights of students and their families with respect to student educational records maintained by the institution. The act provides the students with the right to (1) inspect and review their educational records, (2) restrict the disclosure of their record, and (3) seek to amend their record. Students have the right to expect that information in their educational records will be kept confidential and will be disclosed only with their permission or under provision of the law.

Directory information includes student's name, major field of study, dates of attendance, degrees and awards received, weight and height of members of athletic teams, participation in officially recognized activities and sports.

Student Educational Record includes personal information, enrollment records, grades, and schedules, advisement notes regardless of the storage media (paper, computer printout, class list on your desk, computer screen, flash or zip sticks/disks, external hard drives, CD-ROMs, or other external storage devices).

Guidelines for faculty and staff members to comply with FERPA regulations and District policy include:

1. In general, faculty and staff have access to personally identifiable information about students as long as they have a legitimate use for the data or a "need to know."
2. Student educational records are considered confidential and may not be released to a third party without the written consent of the student.
3. Directory information may be released by the Office of Admissions and Records.
4. As a faculty or staff member you have a responsibility to protect educational records in your possession.
5. Student scores and grades may not be displayed publicly in association with names, social security numbers or personally identifiable information. If scores and grades are posted, use only a coding method agreed upon mutually by the entire class, which does not include personally identifiable information.
6. Keep personal professional records relating to individual students separate from their educational record.
7. Do not provide copies to students of their transcripts from other institutions.
8. Only the Office of Admissions and Records may release information about a student's educational record to a third party outside the institution.
9. Do not share non-directory information from a student's education record such as grades or class schedules with parents--even if the student is under eighteen years of age. Refer the parents to the Office of Admissions and Records.
10. Direct all requests for student information in the case of an emergency to the Campus Security Office.
11. Refer all judicial orders, subpoenas and other written requests for access to information or data to the Office of Admissions and Records.

How to Remove Student Information from Browser

Most browsers will save screen images in a "cache" as you surf the web. When these screens display confidential information such as student data, it is important to clear the cache each time you finish using *MyPortal*. This is always the case when you are using computers that you do not control.

Mozilla Firefox allows you to select the drop-down menu, Tools/Clear Recent History.

From the Tools menu, by selecting Options, Privacy, you can configure your browser to always clear the cache when it closes.

