



Central Georgia Technical College Distance Education Student Authentication and Privacy Procedure

Purpose

The purpose of the Central Georgia Technical College (CGTC) Distance Education Student Privacy Procedure is to protect the privacy of students enrolled in distance education courses and programs, in accordance with the State Board of the Technical College System of Georgia (SBTCSSG) Policy and Procedures 5.1.2 (General Program and Program Specific Standards, Standard Number 02-04-10) and 6.3.2 (Student Records Retention Schedule). The procedure will ensure the security of student personal information, academic records, and the dissemination of the information.

Family Educational Rights of Privacy Act (FERPA)

Students enrolled at Central Georgia Technical College, regardless of the mode of instruction (traditional, blended, or online), are protected by the Family Educational Rights and Privacy Act of 1974 (FERPA). In addition to FERPA, CGTC utilizes the following advanced measures for distance education privacy protection.

Secure Login

Central Georgia Technical College uses Blackboard Learn, a Learning Management System (LMS) that allows students to access distance education classes. All courses using third party software are also routed through the college's Blackboard LMS. Students use Single-Sign-On (SSO) credentials which are automatically generated based on information from the Banner student database system. Each student is assigned a unique username and random password. Students must reset their password in the CGTC Student Portal prior to their first logon to the system. CGTC keeps no record of student passwords. CGTC employs Multi-Factor Authentication (MFA) to further secure user accounts from unauthorized access.

All users of the college's Learning Management System (LMS) are responsible for maintaining the security of usernames, passwords, and any other access credentials assigned. The credentials may not be shared or given to anyone, for any reason, other than to the user to whom they were assigned. Users are responsible for any and all uses of their account. Students and faculty may change their password at any time if they feel their credentials have been compromised.

Graded Materials

Students are given the role of 'student' in the LMS so that the student's information and grades can be viewed only by that student and the assigned instructor(s). Graded submissions and the Grade Center categories and columns are archived in the course and retained according to the TCSG Student Records Retention Policy and Procedure 6.3.2.

Proctoring Procedure

Most proctored events use the college LMS with students following the CGTC Secure Login procedure to access the proctored content. The CGTC Distance Education Proctored Exam Procedure is available for proctored events outside the college LMS. This procedure requires the student to present a valid ID for access to the proctored material.

Responsibility

The Dean for Distance Education is responsible for maintaining this written procedure and working collaboratively with CGTC's Chief Information Officer (CIO) to ensure its implementation.

References

TCSG Procedure 6.3.1p1. Student Records Procedures

TCSG Procedure 6.3.2p. Student Records Retention Schedule

CGTC Distance Education Proctored Exam Procedure