

ONLINE PRIVACY PROTECTION

Policy on Online Education Privacy Protection

1. All state and federal laws and regulations and AMU regulations and policies concerning the privacy of student records shall apply with equal force and effect to online education student records.
2. AMU will only collect personal information which is knowingly and voluntarily provided to AMU by the student. For example, the student may provide information by sending emails, completing information forms, registering for classes or accounts, submitting assignments or navigating course management systems, or responding to surveys.
3. Access to online courses and live or recorded webcasts shall only be granted via secure password and/or direct visual confirmation to properly enrolled students.
4. All websites that collect personally identifiable information from online students must be secured encrypted websites. AMU uses state-of-the-art software solutions that offer industry-standard security protection, including very quick resolution to vulnerabilities, a robust system for reporting such vulnerabilities, thorough and frequent testing of new and old features (both in testing facilities and in production environments), and a secure and effective mechanism for communicating known vulnerabilities and implementing fixes.
5. Online students should not be asked or required to disclose passwords to their AMU ID or other accounts except to log in to Content Management Systems, Student Information Systems, or Webmail. AMU will never request online students to provide passwords to verify passwords electronically or through other websites. If an online student receives such a request, they are not to respond or click on hyperlinks and to report such to AMU's Office of Information Technology.
6. Social security numbers should not be transmitted via email and should only be collected from online education students and used by AMU as permitted by law.
7. Recorded materials involving online education students (for example, grades, assignments, test submissions, online discussions) must be securely maintained and may only be used or disclosed in accordance with AMU regulations and policies concerning the privacy of student records.

Sources

<http://www.AMU.edu/cel/students/student-privacy.php>

<https://www.worldcampus.psu.edu/privacy-policy>

Approved by the Academic Affairs Committee, 22 December 2014.