



Form 1: Presentation Checklist

Adoption of Student Technology and Privacy Policy

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Use the instructions for this document to complete your presentation checklist; then e-mail your completed presentation checklist (*not* the instructions) to the Academic Affairs chair by his or her specified deadline. **Please note:** If an item listed is not relevant to your specific presentation to Academic Affairs, please mark as **N/A**. Use as many pages as necessary.

PROPOSAL OVERVIEW

COCC does not currently have any written guidelines governing our institutional responsibility to students as it relates to their privacy and required use of instructional technologies. This proposal introduces the following:

- 1) A Student Technology and Privacy Policy for the GPM which outlines four points of diligence in the adoption of new technologies, and instructs on how to communicate use of required technology to students.
- 2) "Friendly" language to be added to the Institutional Syllabus covering the same.
- 3) Technology Request instructions for faculty
- 4) Action items for college departments to ensure compliance with policy statements.

TYPE OF AGENDA ITEM

- Information Item (requires approval of AA Chair)
- Action Item
 - Information and committee feedback
 - Procedure—revision (Attach current procedure with proposed changes illustrated with track changes)
 - Procedure—new
 - Identify suggested location in GPM: _____
 - Policy—revision (Attach current policy with proposed changes illustrated with track changes)
 - Policy—new
 - Identify suggested location in GPM: G-30-24
- New academic program (Complete only items #1 and #2 on this form and attach stage 2 document.)
- Other: _____

BUDGET

NA

INSTRUCTIONAL REQUIREMENTS

- ITS and eLearning will work together to establish protocol for reviewing the suitability of new technology integrations as outlined in the policy, including data security and retention, FERPA compliance, and management of a public-facing technology catalog.
- A public-facing catalog of instructional technology will be kept and maintained which outlines essentials for use, including necessary operating requirements and vendor privacy and accessibility information.
- Disability Services may also be impacted/made aware in the review process for assessment of accessibility and potential needs for remediation of inaccessible technology if an accommodation is needed.

DRAFT Institutional Syllabus language:

Students enrolled in COCC courses may be asked to use various instructional technologies in the course of their academic career. Before technology is used in a classroom setting, COCC will perform necessary due diligence to ensure data security and FERPA compliance is maintained. Instructors must provide information on required technology and its use in the course syllabus and make this available to students before tuition is due for the current term.

OPERATIONAL NEEDS, CURRENT AND FUTURE

DRAFT Language for GPM:

Students enrolled in COCC classes that use academic technology to collect assignments, proctor exams, or contribute to class activities can expect that (a.) use of any technology that collects student data (e.g., email addresses) will be disclosed in the class syllabus and a link to the privacy statement of the vendor will be provided, (b.) technology vendors that are integrated into the LMS system will be vetted by the college as good stewards of student information, (c.) any data collected will comply with the Family Education Rights and Privacy Act (FERPA), and (d.) appropriate procedures for data retention and disposal will be in place.

Technology with audio or video components required (e.g., live online meeting lectures, proctoring software, streaming, etc.) will be communicated in the course syllabus. Students should consult with the Office of Disability Services for information on managing accommodation needs. Students seeking exemption from use of class technology tools should consult with their instructor.

DRAFT Technology Request Parameters for Instructors

COCC will review all new requests to install new software and integrations into Canvas. This request is only required when a product is requested to be installed for the first time; if accepted, the tool will remain available within the LMS for any interested/eligible parties.

Requests should be made a minimum of two months before intended use. This will enable full assessment of compatibility and security as well as allow sufficient time to coordinate installation and any necessary involvement with ITS, Disability Services or other impacted departments. Submission of this request form does not guarantee installation of the requested product. Acceptance will be conditional on the compatibility elements previously listed, and timing subject to staff availability.

STUDENT IMPACT

The adoption of a technology and privacy policy is directly impactful to students in that it enables COCC to be responsible stewards of their data, and further ensures their protection under FERPA.

Disclosure of required classroom in the course syllabus allows students the opportunity to assess their level of comfort, ability to use, and potential means to acquire technology - and to have any necessary discussions around it - before being locked financially into a course they may not wish to complete.

ANTICIPATED IMPLEMENTATION TIMELINE

Ideal target: November 16th, in alignment with priority registration. Otherwise before Winter term is preferred.

While this largely makes official an already widely adopted practice, the sooner this is approved the sooner eLearning and ITS solidify procedures for technology review, and the easier it will be to make adjustments to the Institutional Syllabus which is embedded in the LMS.

Further, adoption prior to Winter term will allow instructors to plan ahead for new requests or necessary inclusions in their course syllabus.

Student Technology and Privacy Policy

DRAFT Language for General Procedures Manual

Students enrolled in COCC classes that use academic technology to collect assignments, proctor exams, or contribute to class activities can expect that (a.) use of any technology that collects student data (e.g., email addresses) will be disclosed in the class syllabus and a link to the privacy statement of the vendor will be provided, (b.) technology vendors that are integrated into the LMS system will be vetted by the college as good stewards of student information, (c.) any data collected will comply with the [Family Education Rights and Privacy Act](#) (FERPA), and (d.) appropriate procedures for data retention and disposal will be in place.

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** Policy language has been reviewed and vetted by the Office of Instruction, ITS, Disability Services and eLearning.*

DRAFT Language for Institutional Syllabus

Students enrolled in COCC courses may be asked to use various instructional technologies in the course of their academic career. Before technology is used in a classroom setting, COCC will perform necessary due diligence to ensure data security and FERPA compliance is maintained. Instructors must provide information on required technology and its use in the course syllabus and make this available to students before tuition is due for the term of use.

Technology Request Parameters

[Technology Request Form](#)

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More info available here: <https://intranet.ad.cocc.edu/departments/elearning/academic-technology/academic-technology-detail.aspx>