

Student Technology and Privacy Policy

DRAFT Language for General Policy 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 academic technology that collects and uses student data (data specific to the individual's education, or which is provided by or through the institution) will be disclosed in the class syllabus, (b.) the college will vet vendor technologies to be integrated into the Learning Management System (LMS) as good stewards of student information (including compliance with the [Family Education Rights and Privacy Act](#)), (c.) links to vendor's privacy information will be made available on the COCC website, and (d.) appropriate procedures for data retention and disposal will be followed in alignment with other COCC systems and requirements (i.e., user account retirement from ITS.)

Requests for installing and using new integrations into the LMS must be [submitted to eLearning](#). Requests should be made a minimum of two months in advance. Submission of a request does not guarantee the installation of a requested product, as acceptance will be contingent on the results of the security review, and timing is subject to staff availability.

Expected use of technology with audio or video components required (e.g., live online meeting lectures, proctoring software, streaming, etc.) will be communicated in the course syllabus in conjunction with the student Class Recording Policy. Students should consult with the [Office of Disability Services](#) for information on managing accommodation needs. Students seeking exemption from using academic technology tools should consult with their instructor.

DRAFT Language for Institutional Syllabus

Academic technology that is integrated into the Learning Management System (LMS) or that relies on licensed software will be approved by COCC to see that it complies with information and privacy standards for higher education, such as FERPA. COCC faculty will list the academic technology tools they will use in their course syllabus, which will be available to students in Canvas before tuition is due for that term. A list of all supported tools is available on the [COCC website](#).

Information item:

Academic Technology = technology specifically used to facilitate and augment instruction in an active learning environment. At COCC, this includes Canvas, third-party tools integrated into Canvas, and external tools supported by the college that improve the design, development, and delivery of instructional content.