

Procedures for Protecting Online Learning Student Privacy

1. Nashville State Community College protects the privacy of all students, including online learning students, through the strict adherence to the rules of the Family Educational Rights and Privacy Act of 1974 (FERPA). The official FERPA statement is available for student and public view through the NSCC website under Records. All NSCC employees receive a FERPA fact sheet along with a review by the Human Resource Department and/or by the Divisions' Adjunct Orientation session.
2. Nashville State Community College issues each student a nine-digit student identification number at the time of initial registration and each college employee upon date of employment. These student and employee IDs become the unique identifier for all individuals throughout their academic and professional career at Nashville State. The user ID is required for both students and faculty to access NSOnline which is Nashville State's virtual campus, home of all distance learning courses. NSOnline is housed within the Desire2Learn Course Management System. The Desire2Learn CMS is a secure environment for faculty members to post assignments and exams while ensuring privacy of individual students' assignments and grades.
3. When a faculty member is assigned an online learning course, his/her employee ID is assigned to the corresponding course shell in NSOnline. Each student registered in that class will be tied to the course roster within that instructor's course and identified uniquely to both the instructor and the CMS by their individual student ID.
4. **Secure Login and Password:** Each online learning faculty and student enters his/her nine-digit user ID into the NSOnline system and creates an eight-digit, alphanumeric password that uniquely identifies him/her to the NSOnline learning environment. This combination of user ID and password identifies faculty and students to the system on each subsequent course visit.
 - All parties accept responsibility for the security of their personal passwords.
 - Student information is separated from others' within the CMS and protected from outside intruders.
 - Faculty information is protected from student views within the CMS and from outside intruders.
5. **Proctored Examinations:** Departmental policies or expectations from our institution and receiving institutions may require online learning courses to implement supervised, proctored examinations. Students must identify themselves at the main campus and at the satellite campuses' remote testing centers with a current photo ID – NSCC Student ID or Government issued ID card. A NSCC ID is preferred. Authorized testing centers are subject to instructor approval and may include:
 - Testing centers at other colleges or universities.
 - Professional testing centers (Sylvan, Kaplan, etc.)
 - Authorized personnel approved by the instructor.

Return transfer of completed student exams are restricted to secured institutional email or fax and/or overnight carrier sent directly from the remote site administrator to the Main Campus Testing Center.