

Procedure to Protect the Privacy of Online Students

Georgia Military College (GMC) complies with all of the requirements of the [Family Educational Rights and Privacy Act \(FERPA\)](#). We are committed to protecting the privacy of a records independent of course delivery methodology. The GMC Registrar is the point of contact for all FERPA related issues, and all employees are informed and trained of their responsibilities of unauthorized release of confidential records or information. Because an online environment creates a record of student activity, it is subject to FERPA privacy rights, unlike verbal exchanges in a physical classroom.

Identity Verification in Distance Learning Courses

The identity verification process for online courses protects student's privacy through the use of a secure portal, with a secure login and password. All online courses are hosted on GMC's secure learning management system, MoodleRooms. Faculty can post assignments and exams within the learning management system to ensure the privacy of student information.

GMC also issues each student a seven digit student identification number. This number becomes the unique identifier for students throughout their enrollment.

Faculty Responsibility

Faculty and staff understand and carry out a commitment to confidentiality, integrity, and security to protect the privacy of students who participate in distance learning activities. Students' records are kept private by the instructor, except in cases where academic staff or administration access the course, with legitimate educational interest under FERPA guidelines.

Student Responsibility

It is the student's responsibility to keep their password confidential. See [Computer Ethics and Guidelines](#).

Only work submitted to open forums, like discussion boards, can be accessed by other students; other assignments, grades and correspondence are not viewable by other students.

Password Security

Both students and faculty are responsible for the security of their secure-portal passwords and are required to use strong passwords and change their passwords every six months.

Communication

GMC students are required to use their student email address to communicate with their online instructors or contact the instructor through the communication features within the course Learning Management System. This will ensure that all electronic communications with the instructor are secure.