

Auburn University at Montgomery

Distance Learning Privacy Procedures



Auburn University at Montgomery (AUM) complies with all requirements of the Family Educational Rights and Privacy Act (FERPA). AUM is committed to protecting the privacy of all students' educational records, regardless of course delivery method.

Because online delivery of instruction creates a record of student activity, special precautions should be taken to protect student privacy. AUM faculty and staff should implement the following procedures to ensure privacy of student information:

1. **AUM User Name: Secure Login and Pass Code**

Each student is assigned an AUM User Name; a secure login and password to access the University Learning Management System and the university network. All students registering for a course through our administrative system are assigned unique identification numbers, which correspond with a specific username for each student. Each student establishes and manages their password through our secure student portal, My AUM (<http://my.aum.edu>). As specified in AUM's Appropriate Use Policy, login credentials (user name and password) should never be shared.

2. **Faculty / Staff Responsibility**

Faculty and staff are required to be fully informed of FERPA requirements, and committed to safeguarding student privacy. Student records and academic endeavors should be submitted electronically, only through approved AUM system, requiring secure login with AUM credentials (e.g. the University Learning Management System, or official AUM email, etc.) Use of unapproved systems for sharing student work and information is a violation of Auburn University system policy. Any storage of identifiable student information, including academic works, should be password-protected and encrypted.

Access to student information or course activity shall be limited to the instructor, except in cases where University staff access course information with a legitimate academic interest under FERPA guidelines.

Only work shared through open forums or discussion boards may be accessed by other students. Grading information, confidential information, confidential assignments and individual correspondence are not accessible to other students.

3. **Student Responsibility**

In accordance with the AUM Appropriate Use Policy, students should NEVER share the AUM user name and password with others. Students should not provide user name or password information through email, or in response to any email with directions to follow a link and login or update account information or credentials. Students should maintain and update the AUM password through the My AUM portal, which provides a series of "secret questions" for password reset.