

**PALO ALTO COLLEGE
COLLEGE PROCEDURE**

Procedure Number: S 1.0
Procedure Title: Affirmation of Confidentiality of Student Records
Relevant Board Policy: F.4.1 Student Education Records
C.1.9 Appropriate Use of Information
Technology Resources
Relevant SACSCOC Policy: SACSCOC Distance and Correspondence Education Policy
Statement
Originating Unit: Vice President of Academic Success
Maintenance Unit: Vice President of Academic Success

- I. Purpose: To outline Palo Alto College’s process for protecting the privacy of student records and credentials.
- II. Procedure statement:
 - A. In accordance with SACSCOC standards pertaining to protecting the privacy of students, all Palo Alto College (PAC) faculty and staff shall:
 1. Maintain the confidentiality of student records, regardless of modality or location of instructional offering, which shall be utilized only for purposes related to the student’s education and only by authorized PAC personnel.
 2. Maintain confidentiality of student records in accordance with the Family Educational Rights and Privacy Act (FERPA) and all other federal legislation, all State laws related to confidentiality of student records, and all PAC or Alamo Colleges District policies, including Board Policy F.4.1 which affirms “the confidential nature of the student’s records shall be maintained at all times.”
 - B. PAC faculty, staff, and students shall adhere to Board Procedure C.1.9.1 *Appropriate Use of Information Technology Resources*, which outlines the procedures in place to protect privacy and maintain security while in an electronic environment. In particular, as stated in this procedure, all faculty, staff and students are responsible for keeping their passwords confidential, not “allowing unauthorized access to others, either by revealing or not protecting a password, or leaving a computer or terminal without first logging off, locking desktop or logging off.”

Date Created: November 19, 2020

Date Updated/ Approved: January 5, 2021

Approved:

(signed: Beth Tanner)

Vice President of Academic Success

(signed: Dr. Robert Garza)

President