

OAKLAND UNIVERSITY

ENTERPRISE INFORMATION SYSTEMS SECURITY

USER ACCESS RULES

Name: _____ Department: _____

(Print Full Name)

Access to the university computing system, including its hardware, software, data and any other information obtained from it in whatever form, is subject to the following rules:

1. The University has entered into non-disclosure agreements with vendors of various computer software. Documentation materials regarding this software must not be revealed. (Including object code and source code, in the case of technical staff)
2. All personally identifiable information is confidential and the user will not reveal such information except to the extent required by his/her job responsibilities. Users should familiarize themselves with the attached FERPA guidelines which describe the OU policy with regard to confidentiality of student records.
3. All information is to be used only for institutional purposes. The user must not without proper authorization utilize computer equipment or programs to gain access to, copy, or obtain for personal use or information, records or information owned or possessed by the university.
4. The user must call up or view only that information required to carry out his/her job responsibilities.
5. The user must take care not to alter, damage, or destroy a computer system or computer network or the software program or data contained in a computer, computer system or computer network, and must not gain access to or alter a computer system, network, program, or data, without proper authorization.
6. The user must at all times utilize the university computing system in accordance with in accordance with established university policies, standards and procedures, and in particular Policy #890.
7. The user must not reveal his/her password to any other person, and must change the password regularly. Each individual must have his or her own password and must log in to all systems using the personally assigned userID / password.

Violation of any of the above terms may subject a user to disciplinary action.

I acknowledge that I have read these rules and received a copy of both the User Access Rules and the FERPA guidelines.

User Signature: _____ Date: _____

FAMILY EDUCATION RIGHTS AND PRIVACY ACT

(FERPA)

Confidentiality of Student Records

Oakland University

[Center for Policy in Higher Education](#)

These FERPA guidelines are based on a document recommended by the Michigan Association of College Registrars. The guidelines are not intended to be legal advice, and they have been revised to be specific to Oakland University.

This information may be photocopied. September 1997

1. What is FERPA?

The Family Educational Rights and Privacy Act of 1974, also known as the Buckley Amendment, provides an OU student with the right to inspect and review their education records, the right to seek to amend those records and to limit disclosure of information from the records.

2. Who is protected under FERPA?

Students who are currently enrolled at OU or were formerly enrolled regardless of their age or status in regard to parental dependency. Students who have applied but have not attended OU are not protected under FERPA.

3. What are educational records?

The definition of "educational records" is broad and includes those records directly related to a student and maintained by OU or a person acting for OU, such as a faculty member or other employee. FERPA coverage includes records, files, documents, student papers and tests, and data directly related to students. FERPA coverage also includes transcripts or other records obtained from a school in which a student was previously enrolled. Records may be handwritten or in the form of print, magnetic tape, file, or in some other medium. Any records in the possession of a faculty or staff member that are shared with or accessible to

another individual, such as a colleague or departmental secretary, are also considered educational records. With certain exceptions, a student has right of access to those records which are directly related to him/her and which are maintained by OU and its employees. FERPA contains no requirements that certain records be kept. This is a matter of institutional policy and/or state regulation

4. What is not included in an educational record?
 - a. sole possession records or private notes held by educational personnel that are not accessible or released to other staff at the institution
 - b. law enforcement or campus security records which are solely for law enforcement purposes
 - c. employment records relating to students who are employed by the institution (unless employed because they are student).
 - d. records relating to treatment provided by a physician, psychiatrist, psychologist or other recognized professional or paraprofessional and disclosed only to individuals providing treatment
 - e. OU records containing only information about an individual obtained after that person is no longer a student at the institution (e.g., alumni records).
5. What documents can be removed from an educational record before the student views the record?
 - a. any information that pertains to another student
 - b. financial records of the student's parents
 - c. confidential letters and statements of recommendation when the student has waived in writing the right to see them.
6. What is directory information?

OU may disclose information on a student without violating FERPA through what is known as "directory information," unless that student has specified that directory information not be released.

At Oakland University the following items are considered "directory information":

Name

Mailing addresses (not including OU e-mail address; note that the OU e-mail address is NOT directory information)

Telephone Number(s)

Date and place of birth

Major field of study

Participation in officially recognized activities and sports

Height and weight of members of athletic teams

Dates of attendance

Degree, honors, and awards received, including scholarships and eligibility for inclusion in national honor societies

Degrees for which a student has applied

Most recent educational agency or institution attended by a student

Class code

Photographic or electronic images

7. Who may be provided with a student's educational records?
 - a. the student and any party who has the student's written consent
 - b. school officials who have "legitimate educational interests" as defined in FERPA
 - c. parents of a dependent students as defined by the Internal Revenue Code
 - d. the court, in response to a judicial order or subpoena; however, a "reasonable effort" must be made to notify the student before complying with the order.
8. When do you need consent to disclose personally identifiable information from an education record (including transcripts)?

Except for specific exceptions (listed in #10), a signed and dated consent by the student must be obtained before any disclosure is made. The written consent must be voluntary and:

1. specify the records that may be disclosed
2. state the purpose of disclosure
3. identify the party or class of parties to whom the disclosure may be made.

OU may not require a written consent as a condition of providing a service or program.

1. What is "personally identifiable information"?
 - a. the student's name
 - b. name of the student's parent or other family members
 - c. address of the student or student's family
 - d. a personal identifier, such as a social security number or student number
 - e. a list of personal characteristics

1. When is the student's consent not required to disclose information?

The 12 exceptions are:

1. to school officials (as defined in policy)
2. to schools in which a student seeks to enroll
3. to Federal, State and local authorities involving an audit or evaluation of compliance with education programs
4. in connection with Financial Aid
5. to State and local authorities pursuant to State law adopted before Nov. 1974 requiring the disclosure
6. to organizations conducting studies for or on behalf of educational institutions, if the student's identity will be closely held
7. to accrediting organizations
8. to comply with a judicial order or subpoena, when the student has advance notice
9. health or safety emergency
10. directory information
11. disclosure to the student
12. results of disciplinary hearing to an alleged victim of a crime of violence

Requests for disclosure should always be handled with caution and approached on a case-by-case basis.

1. How does increasing technology impact FERPA on our campus?

The use of computerized record-keeping systems is increasing at a tremendous rate. We can anticipate that electronic data will eventually replace most paper documents. Each department should ensure that appropriate policies are established to protect the confidentiality of its records, as well as the records of the university to which access may be provided, educate faculty and administrators about the policies, and make sure the policies are enforced. The same principles of confidentiality must be applied to electronic data as apply to paper documents.

2. Questions?

Please contact the Dean of Students Office, 144 Oakland Center, (248) 370-3352