

ALGONQUIN COLLEGE DIRECTIVE	NO. OF PAGES 3	DIRECTIVE NO. E46
	ORIGINATOR Vice President, Academic	
	APPROVED BY President's Executive Committee February 13, 2008	
TITLE Protection of and Access to Student Information and Online Course Materials	EFFECTIVE DATE May 1, 2008	REPLACES August 1, 2007

PREAMBLE

Algonquin College is responsible for the management of College-owned course materials and the protection of student personal information contained therein. The College recognizes that:

- Employees who have access to student information and course materials will take appropriate measures to prevent unauthorized access.
- Unless there are specific written agreements to the contrary, materials created by College staff, in the performance of their duties for the College, belong to the College.
- Persons responsible for the delivery, integrity or the administration of courses and programs at the College require access to relevant student information and course materials in the performance of their duties at the College.
- Increased reliance on and use of the online services and resources in supporting student learning creates a requirement that proper measures are in place to ensure compliance with the Freedom of Information and Protection of Privacy Act (FIPPA).

DEFINITION:

For the purpose of this directive the following definitions apply:

1. "Course Materials" refers to web-accessible or online course content, curriculum materials, or learning activities that are created, purchased or licensed for use, and utilized by college employees in the performance of their duties.

2. “Student Information” refers to all web-accessible or online information that can be used in any way to identify a student, their progression in a course, or any personal information gathered or exchanged.
3. “Students” refers to individuals registered or formerly registered with the College.

SCOPE

This directive covers, but is not limited to, the design, development, production, delivery, and maintenance of course materials and student information for all programs at the College. This includes all delivery modes, including, but not limited to, individualized-study courses, classroom-based courses, web-based courses, hybrid courses, reading courses, field placements, group-study courses and project courses.

POLICY

All Course Materials and Student Information must reside on secure College-owned-and-operated servers or on approved external third-party-operated servers, and be readily accessible to College staff responsible for the course delivery, integrity or administration.

PROCEDURES, ROLES AND RESPONSIBILITIES

For College staff making use of web or online resources, the standard learning management system (LMS) used by the College is Blackboard™. Therefore, course materials provided to students online must be accessible on Blackboard™ or accessed through Blackboard™ to either internal College servers, or College-approved external application service providers (ASP).

The use of an external ASP to house Algonquin-owned course materials or student information must include a documented agreement (with clear indications on security, privacy and backup procedures) signed by a Senior Administrator of the ASP and the Vice President – Academic of Algonquin College.

Professors are to submit requests to use an external ASP to their respective academic or departmental administrator who, in turn, following appropriate internal channels, will forward the request for approval to the Vice President - Academic.

Guest access to course materials may be provided to other faculty, staff or individuals, with the agreement that such individuals are bound by College policies and directives as well as the FIPPA regulations. It is the responsibility of the person providing such access to ensure that the guest is aware of and agrees to abide by these rules.

It is the responsibility of faculty assigned to deliver course materials to College students, to ensure that the students enrolled in the course are provided access to all course materials. Academic administrators responsible for, or associated with, program delivery, will be provided access to course materials and student information for programs within their area and scope of responsibility.

RELATED DIRECTIVES

A3 – Copyright, Legal Deposit and Plagiarism

A11 – Freedom of Information

A16 – Acceptable Use of Algonquin Computer Networks and Accounts

A21 – Rights, Freedoms, Responsibilities and Code of Conduct for the Algonquin College
Community

E19 – Confidentiality of Student Records

E33 – Course Outlines

E31 – Academic Advising

E32 – Faculty Consultation with Students

H5 – Intellectual Property

(original signed by)

Vice President Academic