

University of South Carolina Beaufort
Student Identity and Academic Records Security and Confidentiality

Adhering to the Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99), the South Carolina Family Privacy Protection Act of 2002 (<http://www.scstatehouse.net/code/t30c002.htm>), University of South Carolina System policies and procedures (ACAF 3.03 and UNIV 150), and institutional policy, USCB is committed to ensuring and safeguarding the identity security of students participating in courses, regardless of delivery method (e.g., distance education courses).

USCB's secure data management infrastructure is comprised of four main systems, each requiring independent logins created and maintained by students. These systems consist of (a) network login (wired/wireless); (b) Banner Student intranet data system accessed through the One Carolina portal; (c) Blackboard® course content management system; and (d) Microsoft Outlook Live student email system. Each of these systems, working in tandem, provides assurance of network security including student identity. Students can view their IDs and change passwords via the One Carolina portal.

As part of each new student orientation session, both students and their parents are given a 15-minute presentation on FERPA and how USCB ensures compliance (e.g., instructors do not post grades with social security numbers, students may request withholding of directory information by completing a Registrar's Office form).

Students have access to written policies regarding student privacy either online in the University Bulletin or via paper/email from the Registrar's Office, on request.

All USCB faculty and staff are required to take and pass an online FERPA quiz before being given access to course rolls or the student database (Banner). After passing the quiz, the individual prints out and signs a document certifying understanding of the law; this document is then signed by the employee's supervisor and forward to the Registrar for processing. All faculty and staff must retake the quiz annually to ensure continued understanding of the law.

As a further safeguard, USCB posts a security and confidentiality self audit for offices using student records on the Registrar web pages.