Chattahoochee Technical College

Distance Learning Student Privacy Procedure

Revised 2/12/2019

Students engaged in distance learning at Chattahoochee Technical college (CTC) are afforded the same privacy rights and protections as are applied to all student records. Under the Federal Family Educational Rights and Privacy Act of 1974, CTC cannot release a distance learning student's academic record to a third party without written consent from the student. All federal, state, and CTC guidelines governing the privacy of student records shall apply to the privacy of distance learning student records. This Statement of Privacy applies to Chattahoochee Technical College's websites, learning management portals, and online collaboration services. Please read the complete Statement of Privacy to learn additional details about how some of these sites and services protect your personal information.

CTC protects distance learning students' information from unauthorized access through secure computer servers housed in a controlled environment. Secure Socket Layer (SSL) software offers data encryption as another layer of protection. Distance learning students' recorded materials are also secured and may only be used or released per the privacy policies of the Technical College System of Georgia.

Only students who are actively enrolled at Chattahoochee Technical College are provided access to distance learning courses. Blackboard, our learning management system, and online collaboration services can only be accessed with a valid student account. Banner assigns all students a unique student ID at the point of application. All CTC students receive individual secure login credentials for Blackboard and/or online collaboration services. Students bear responsibility for maintaining the security of their student IDs and username and password information. Students who suspect that their secure information may have been compromised are responsible for notifying the College. Students are also responsible for notifying the college should they observe another student's secure information being compromised. Students must report issues related to compromised secure information via email to helpdesk@students.chattahoocheetech.edu.

When using online collaboration services, students should be aware that those applications can access and utilize a computer's or device's audio and/or video systems for class participation, and in some cases be allowed access to control computer systems. These services also may allow audio and other information sent during the session to be recorded, which may be discoverable in a legal matter. Students should be mindful during these sessions not to share personal information or have sensitive electronic content visible or accessible to others.

Chattahoochee Technical College provides links to other websites that may be useful for our students and/or customers. CTC cannot make any representation or guarantee regarding the linked sites, their content, or their security. Additionally, tools and content used in conjunction with Blackboard may install cookies on a student's computer. This third party content may result in cookies from the issuer of the content. Please note these third party sites have privacy policies that are separate from Chattahoochee Technical College. CTC bears no responsibility for the content and acts of such linked sites. Chattahoochee Technical College suggests that students review the privacy and security policies of the company websites for each link.