

Policy: **Colleague Administrative Information System**
Responsible for Policy: Information Technology

Policy Number: **J-1**
Most recent approval date: Fall 2017

Policy Statement

Access to FLCC computing facilities and the Colleague Administrative Information System is granted only to members of the college community to conduct college business with the understanding that such access is a privilege and carries with it certain responsibilities.

The account holder is responsible for keeping his/her password secure, shall not share his/her password with others, or allow others to perform work using his/her account.

Information shall not be reproduced or distributed in any manner without the express written consent of the appropriate data steward or office head in accordance with the FLCC Security of IT Systems and Data policy.

Use of the Colleague Administrative Information System to interfere with the privacy and security of others for political purposes or for personal financial gain is strictly prohibited. The account holder agrees to abide by any additional rules outlined in the FLCC Computing Resources Policy.

Reason for Policy

This policy has been implemented to protect confidential information in compliance with FERPA, applicable Federal and New York State laws and Finger Lakes Community College's Computing Resources Policy.

Applicability of the Policy

All members of the FLCC community should be familiar with this policy.

Definitions

None

Related Documents

- Family Educational Rights and Privacy Act of 1974
- Security of IT Systems and Data Policy

Review dates/action taken:

- September 2011: original approval date
- Fall 2012: no revisions
- Fall 2014: no revisions
- Fall 2017: no revisions

Procedure: **Colleague Administrative Information System**
Responsible for Procedure: Information Technology

Procedure Number: **J-1**
Most recent effective date: Fall 2014

Procedures

In the conduct of its normal business, Finger Lakes Community College collects, maintains, and archives information about its students.

The College, under the Family Educational Rights and Privacy Act of 1974 (as amended), is responsible for maintaining and protecting the confidentiality of student records and is specifically prohibited from releasing non- directory information to third parties without written consent.

FERPA or the Buckley Amendment does permit access to confidential information by college officials who have a legitimate "need to know." Access to confidential student records may be granted to assist in the conduct of business on behalf of the college and its students.

Persons accepting access to student records are responsible and liable for maintaining the confidentiality of said records.

Forms/Online Processes

- None

Appendix

- None

Review dates/action taken:

- September 2011: original effective date
- Fall 2012: no revisions
- Fall 2014: no revisions
- Fall 2017: no revisions