



MEMORANDUM

TO: Users of Datatel Student System

FROM: Danny Brooks, Dean of Records

SUBJECT: Student Records Security

Student records security is an important responsibility of each of us on campus. Every person that has access to student records is responsible under Federal Law and B-SC policy to safeguard these materials and to protect the confidentiality of these records. This involves any materials that contain personally identifiable information covered by the Family Educational Rights and Privacy Act (FERPA), electronic, printed or handwritten materials.

The following page of this document is the Colleges' policy on security of administrative data. Please take the time to read this document and maintain a copy for your files. Page three of this document is your acknowledgment that you understand the college policy on security of your Datatel access. Please sign the acknowledgement form and return it to the Office of Records. Upon our receipt of this signed document, a login and password will be sent to your campus email account. If you are a student-worker, please read and sign page four and leave with your supervisor. Additionally, page five includes information and guidelines for student employees.

Access to the Student Information System is controlled by the Office of Records. Requests for training and access should be directed to me in the Student Services Building at 226-4677. I will work with you on Student Information matters and records security.

If you have questions or need additional information, you may contact me at the telephone / address printed at the bottom of this memo. I welcome the opportunity to assist you in student records storage, retention, or disposal as well as outside requests for information.

COLLEGE POLICY ON SECURITY OF ADMINISTRATIVE DATA

The College is committed to providing a widely available campus-computing environment consistent with the institution's missions of teaching, research and service. Equal to this commitment is the responsibility of the organization to encourage and enforce confidential, legal and ethical standards of use of College data, along with insuring the integrity of such data.

All administrative data captured using College assets are resources of the College. While data may reside in different database systems and different machines, the data in aggregate forms a logical database of which Birmingham-Southern College is the data owner.

Confidentiality of all College administrative data accessed will be maintained at the highest level. Before receiving access to administrative data, employees will be required to read and acknowledge compliance by signature, a statement consisting of the following:

I understand that it is my responsibility to safeguard the confidentiality of these security mnemonics and the information that I am allowed to access as a result of these mnemonics. These mnemonics are for my exclusive use in carrying out responsibilities at Birmingham-Southern College and are not to be shared with any other person or organization. Information derived from these mnemonics will not be shared with others except in the course of authorized college business.

Confidentiality, legal, and ethical standards of use apply to all data available to College computer users. This administrative information may exist in report form (printed or electronic); data stored on College mainframe databases, local area networks and individual workstations; and transportable media devices such as diskettes and tape.

No one will deliberately attempt to degrade the performance of a computer system or to deprive authorized personnel of resources or access to any College computer system.

The College's systems and data may not be used for personal gain.

Passwords issued along with computer access or accounts will not be shared with others. Maintenance of these passwords is the responsibility of the account or I.D. holder. Software enforced rules for password content and duration will be maintained for accounts with access to mainframe administrative databases.

The College considers any violation of any of the policies outlined here to be a serious offense and reserves the right to copy and examine any files or information resident on College computer systems allegedly related to inappropriate use. Violators are subject to disciplinary action as prescribed in The Birmingham-Southern College Employee Staff Manual. Offenders may also be subject to prosecution under laws including, but not limited to, the Privacy Protection Act of 1974, The Computer Fraud and Abuse Act of 1986, Interstate Transportation of Stolen Property, The Alabama Computer Crime Act, and the Electronic Communications Privacy Act.

**RECEIPT OF SECURITY MNEMONICS
FOR COMPUTER ACCESS
(Faculty and Staff Only)**

I, _____, acknowledge receipt of, and accept responsibility for the security mnemonics associated with my login ID. Additionally, I have read and understand the college policy on security of administrative data and the FERPA tutorial on the web.

I understand that it is my responsibility to safeguard the confidentiality of these security mnemonics and the information that I am allowed to access as a result of these mnemonics. These mnemonics are for my exclusive use in carrying out my responsibilities at Birmingham-Southern College, and are not to be shared with any other person or organization.

Information derived from these mnemonics will not be shared with others except in the course of authorized College business.

User Printed Name: _____

User Signature: _____

Campus ID #: _____

Email address: _____

Date: _____

Department : _____

Witness: _____

Instructions:

Mail completed form to: Office of Records, Box 549018.

Retain copy of *College Policy on Security of Administrative Data* for your records.

Please allow 5 days for your request to be processed.

Thank you.

Birmingham-Southern College
Office of Records
Office of Information Technology

STUDENT WORKERS ONLY
Birmingham-Southern College

Confidentiality of Records Agreement

As a student employee, I am aware that the data and materials to which I may have access are to be treated in a professional and confidential manner. I agree herein, as a consideration of my employment in the area of _____, that I will not disclose or cause to be disclosed any information which I may have knowledge of at any time. Such information includes, but is not limited to, student records for which I have access.

I certify that I have received a briefing on College policy as well as appropriate state and federal laws concerning the confidentiality of records, the improper release of information and the alteration or destruction of a student record.

I am aware that any breach of the confidentiality of this material or any abuse of my position, including but not limited to alteration of records, destruction of records or other similar acts, may result in disciplinary action through the Birmingham-Southern College Honor Code System or otherwise, and may constitute a basis for termination of employment.

Name: _____ Student Number: _____

BSC email: _____

Signature: _____ Date: _____

Supervisor's Signature: _____

Login: _____ (supervisor will assign)

Instructions:

Mail completed form to: Office of Records, Box 549018.

Retain copy of *College Policy on Security of Administrative Data* for your records.

Please allow 5 days for your request to be processed.



INFORMATION AND GUIDELINES FOR STUDENT EMPLOYEES

1. Student assistants are expected to excel in the classroom, develop good work habits in the office and be a model citizen.
2. All students should sign in and out at their designated location in the office. Exact time worked must be recorded.
3. Students are expected to work according to the work schedule that has been agreed upon. In the event you cannot work, you are to notify your supervisor.
4. Students should work to complete assigned tasks. Office decorum is essential at all times.
5. Confidential information (student grades, course information, history, etc.) must not be discussed with anyone. The release of any confidential information will result in immediate dismissal.
6. All employees are expected to dress appropriately in the office. Shorts are not considered appropriate.
7. Telephones (including cellphones) are to be used for emergency purposes only.
8. Members of the BSC college community are interested in you and your educational progress. We are eager to be of assistance to you. We look forward to a mutually satisfactory working relationship.

Danny K. Brooks
Dean of Records