

## **Distance Education Student Identity, Privacy, and Associated Charges Policy**

In fulfilling the mission of educating students for Christ-centered service and leadership throughout the world, Point University utilizes distance education and takes measures to maintain its integrity and the privacy of students, including appropriate steps to: (a) verify the identity of the distance learner; (b) protect the privacy of students enrolled in distance education courses and programs; and (c) notify students of any projected student charges associated with identity verification and privacy for students enrolled in distance education programs and courses.

**Verification of Identity with User Name and Password:** Point University demonstrates that the student who registers in an online or hybrid course or program is the same student who successfully completes the course and is tested for the achievement of intended student learning outcomes by using a secure login and pass code to verify the identity of each student. All electronic platforms for participating in online and hybrid courses (e.g., PointLearning and Point student email) require a University-issued user name and password for access. At the time of initial registration, every distance education student receives a user name and password. At the beginning of each course, the students receive step-by-step instructions for accessing the course's online resources and for maintaining the confidentiality of the user name and password. All student participation in the course or program, correspondence with the instructor, and submission of course requirements (e.g., written assignments, tests, projects, etc.) by the student must occur via the specified Point electronic platforms for the course.

**Protection of Privacy:** In addition to the safeguards in place to protect the privacy of Point students in all courses and programs, the University protects the privacy of students enrolled in distance education by: (a) maintaining their user names and passwords in a secure system that is password protected and accessible by authorized IT personnel only; (b) not distributing or disclosing the user name or password of a student to a third party; and (c) regularly instructing faculty and students regarding the importance of maintaining the confidentiality of user names and passwords.

**Notification of Additional Student Charges:** At initial registration and the beginning of each distance education program and course, students are informed of the user-name-and-password method of identity verification, with which no separate student charges are currently associated. At such time as a different or enhanced method of identity verification is utilized, the students enrolled in distance education will be informed as soon as possible of the change in method and any additional student charges associated with that new method of identity verification. That notification must be made as soon as possible after the decision is made, no later than the student's initial registration or enrollment in the next course, and prior to the assessment of the additional student charge.

The Director of Information Technology is responsible for maintaining the system of student user names and passwords in the prescribed manner.

The VP for Enrollment Management is responsible for informing and instructing students regarding the user-name-and-password verification system, the acquisition and use of a user name and password, the importance of its confidentiality, and any additional student charges which may be assessed.

The Chief Academic Officer is responsible for informing and instructing faculty regarding (a) the use of the specified Point electronic platforms (e.g., Point email and PointLearning) for all student participation, correspondence, and submission of course requirements for a course or program and (b) the importance of the confidentiality of user names and passwords in order to protect student privacy.

This policy is approved by and may be revised by the Senior Leadership Team of Point University. The Chief Academic Officer is responsible for the ongoing evaluation of the effectiveness of the policy. Associated procedures are developed in conformity with the approved policy by Enrollment Management, Information Technology, and Academic Affairs, each of which is responsible for the ongoing evaluation of the effectiveness of its associated procedures. The policy is implemented and mandatory as of the date of its approval.

**Revised and Approved: December 10, 2014**