

JACKSON STATE UNIVERSITY'S



FAMILY EDUCATION-RIGHTS & PRIVACY ACT

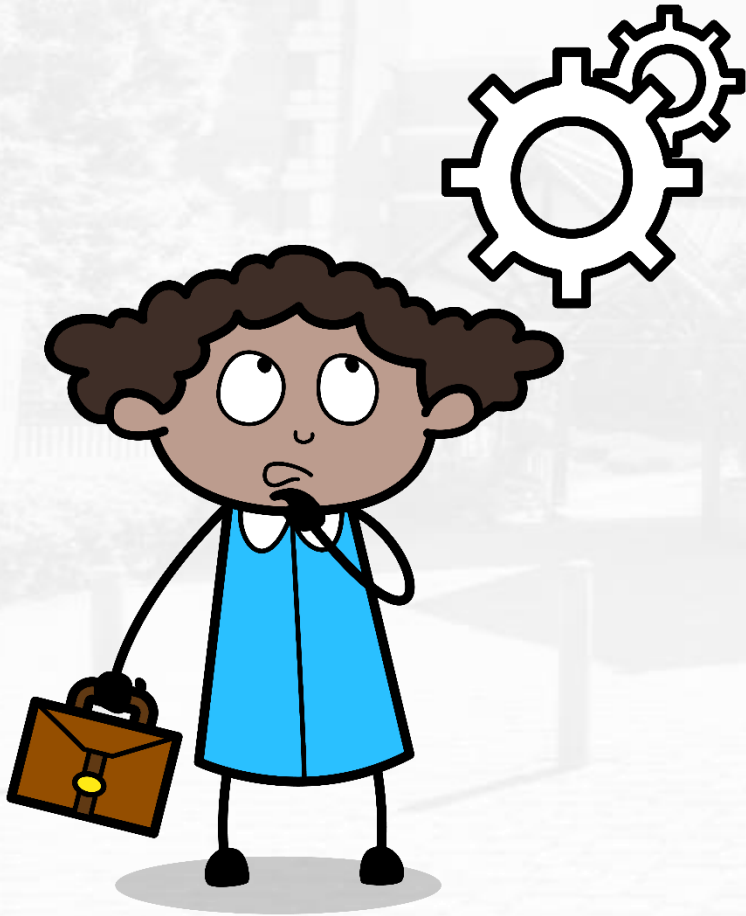
FERPA Training for All JSU Employees

FERPA Training Overview

This JSU FERPA training course covers the basics of **the Family Educational Rights and Privacy Act (FERPA)** for all JSU Employees. After completing this training employees will be aware of the following:

- ☐ What is the FERPA ACT
- ☐ Key Terms under FERPA Act regulations
- ☐ What actions are required or permitted under FERPA
- ☐ Students rights under FERPA
- ☐ How to Avoid FERPA Violation
- ☐ How/When to Report an incident with FERPA Data

Family Educational Rights and Privacy Act




What is FERPA?

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records.

How Does FERPA Apply To JSU?

The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education (Ex. **Financial Aid**)

FERPA Terms & Definitions



I wonder what all those words mean?


Key Terms

Personally Identifiable Information (PII)

Information alone or in combination, is linked or linkable to a specific student that would allow anyone to **identify the student** with reasonable certainty

- (a) Names (Students, Parents/Family)
- (b) Address (Students, Parents/Family)
- (d) Personal identifier(SSN, J#, or biometric record)
- (e) Indirect identifiers (Birth Date, Birth Place mother's maiden name)

FERPA Terms & Definitions



I wonder what all those words mean?

Key Terms

Directory information


Information in an education record of a student that would **not** generally be considered harmful or **an invasion of privacy** if disclosed.

- (a) Major/Field of study; Grade level; Enrollment status
- (b) Enrollment Status, Degrees
- (c) Honors & Awards, Dates of Attendance
- (d) Most recent institution attended

Legitimate educational interest

Under FERPA is if the official needs to review an **education** record in order to fulfill his or her professional responsibility.

FERPA Terms & Definitions



I wonder what all those words mean?

Key Terms

Student

Any individual who is or has been in attendance at JSU and regarding whom JSU maintains education records.

Education Record

Any information recorded in any way that directly relates to a student and is maintained by JSU (**course grades, attendance, dismissals, probation**). Records may be in: handwriting, print, computer media, video or audio tape, film etc.

Designated University Official

A person designated as an employee by an institution (JSU) in an administrative, supervisory, researcher, support staff, auditor, attorney, collections agent, temporary employee, graduate assistant and students worker position.

Who Has Rights Under FERPA?

Students

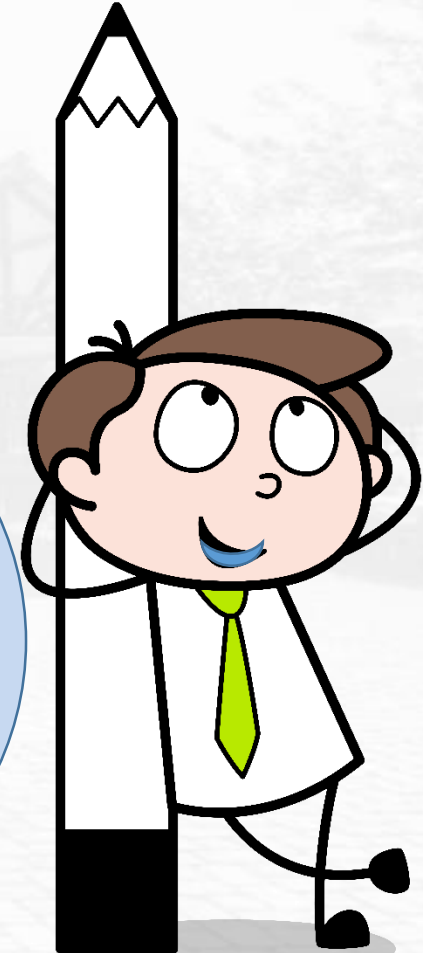
- ✓ Students over 18
- ✓ Has attended or is attending a college/university

FERPA Rights Do Not cover students who were not admitted to JSU or never attended JSU

FERPA Rights Belong to students and parents under certain conditions

Parents

- ✓ Parents of students under 18 (Full FERPA RIGHTS)
- ✓ Parents of students over 18 only have rights if student gives college/university signed written consent



Student Rights Under FERPA

Current & Former Students

Have the right:

- ☐ To inspect their education records
- ☐ To request an amendment of their education record
- ☐ To request a hearing if the request for amendment of their record is unsatisfactory



Student Rights Under FERPA

Current & Former Students

Have the right:

- ☐ To overturn disclosure of their directory information
- ☐ To expect JSU to **keep** their education records confidential and **secure** except where special provisions are made
- ☐ To file a complaint with the U.S. Office of Education if they feel these rights have been violated

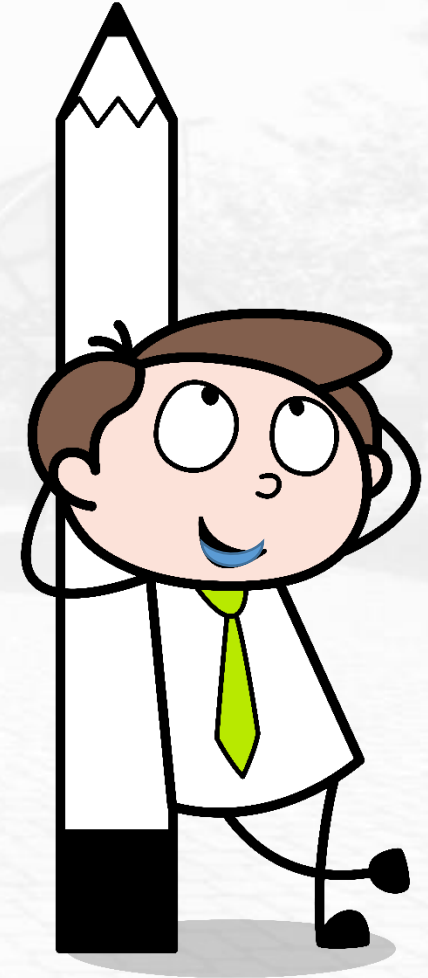


When FERPA Rights Begin/End?

Current & Former Students

FERPA Rights Begin/End for a Student When:

- ☐ A student is in attendance as defined by JSU
- ☐ At JSU this means the student officially completed registration, is enrolled and attending courses
- ☐ Students continue to have FERPA rights even after they have left or graduated from JSU
- ☐ Student FERPA Rights are only terminated upon death of the student

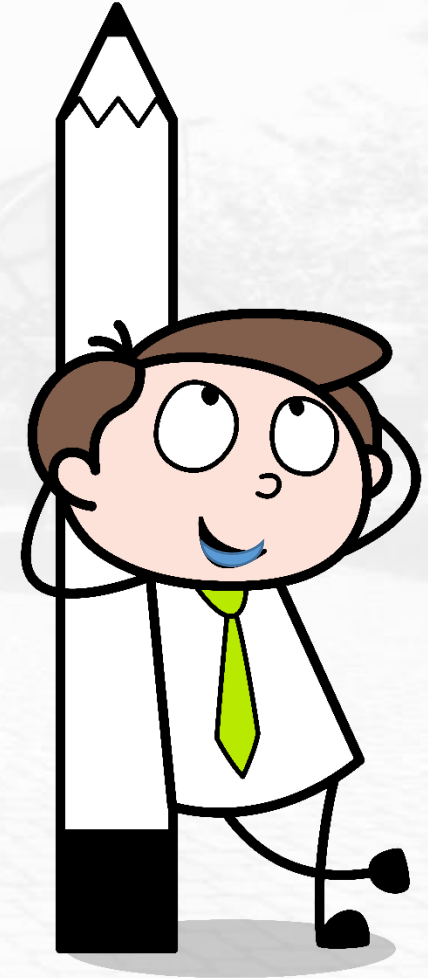


FERPA Privacy Rights (Students)

Current & Former Students

FERPA Privacy Rights for Students:

- ☐ A student has the right to request their directory information not be released
- ☐ Students must submit a request in writing to withhold disclosure of their directory information
- ☐ Non disclosure of directory information will remain effective until the student submits a written request specifying otherwise

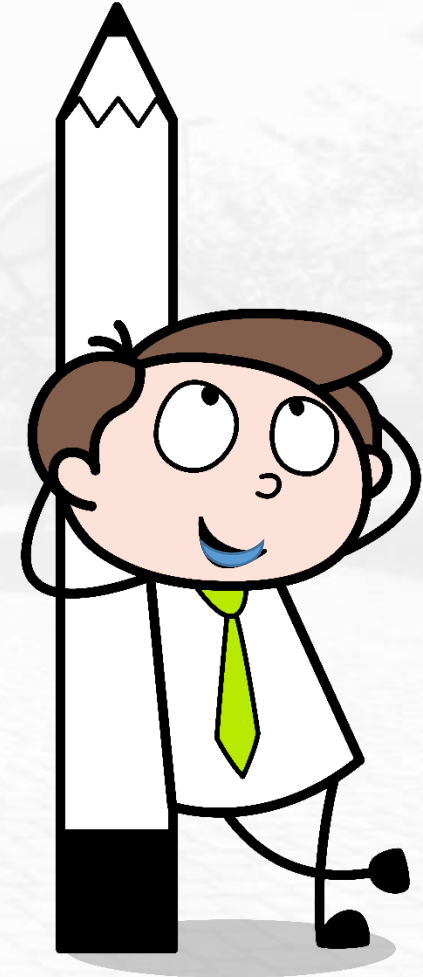


FERPA: Disclosing & Releasing Data

Rules for sharing Student PII

A JSU Employee May Not:

- ☐ Disclose or release a student's PII without their written consent, unless the release of student PII is covered by exceptions permitted by the FERPA Act
- ☐ This may include (issued subpoenas, health emergencies, audits, school transfer, accrediting organizations, appropriate parties connected to student financial aid)
- ☐ Permit inspection of a student's records without their written consent, unless such action is covered by exceptions permitted by the FERPA Act



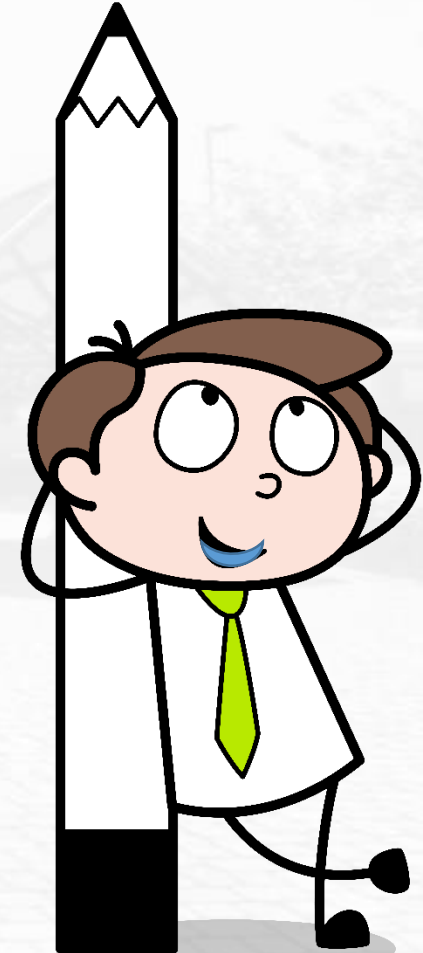
FERPA: Releasing Protected Data

How & To Whom to Release Data

Students, Colleagues, 3rd Party:

- ☐ Students- release ,on paper(mail), online behind a secure web portal (**ex. JSU PAWS**) by phone, or email listed in JSU student directory, in person(using a photo of Student ID)
- ☐ Colleagues- by phone or email only after you have verified who you are talking to and that it is “a legitimate interest”
- ☐ 3rd party service provider- release only upon student request and with a documented written consent (Never release FERPA protected Data at the sole request of a 3rd party service provider)

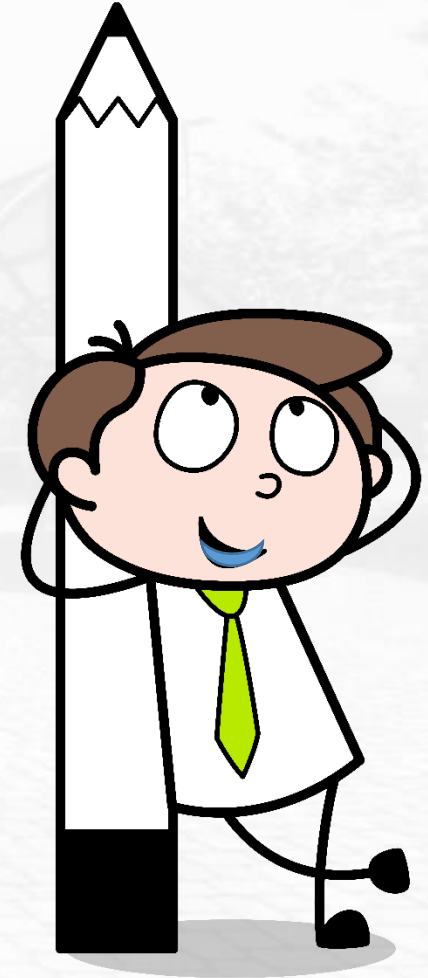
Note: Upon each release reasonable methods must be used for identity authentication & verification of student, colleague , 3rd party



FERPA: Who Can Access Student Data

Rules for Accessing Student Data

- ☐ Students may access their information
- ☐ Parents who claim the student as a dependent on taxes (the parent must provide proof to registrars office first)
- ☐ Any party that a student authorizes by providing JSU with a written consent form (**must include:** date, which data/records to release, recipient's name & student signature)
- ☐ Designated employees of JSU may access student data if it is needed to conduct their job duties & who have a "**legitimate educational interest**"

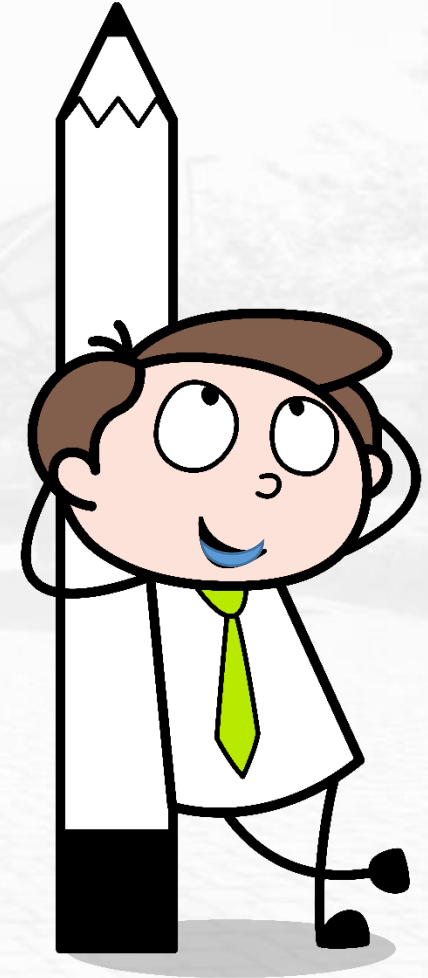


FERPA: Keeping Student PII Secure

What Type of Data Needs Protection

A JSU Employee May Not:

- ☐ Registration Forms (paper & electronic)
- ☐ Transcripts
- ☐ Grades
- ☐ Schedules
- ☐ Class Rosters
- ☐ Documents with student SSN
- ☐ Any student PII data displayed electronically



FERPA Violations

Don't throw papers away! Shred them!



To Avoid FERPA Violations

- ❑ ***Don't Just Throw Documents Away.*** Be sure to shred any documents that contain student PII or records if it is no longer needed.
- ❑ ***Create a strong password*** with at least **10** characters, letters and numbers, **and do not share your password with others.**
- ❑ ***Do not transmit FERPA /PHI data*** through any electronic messaging (i.e. email, instant messaging, text messaging) even to other authorized users.

FERPA Violations



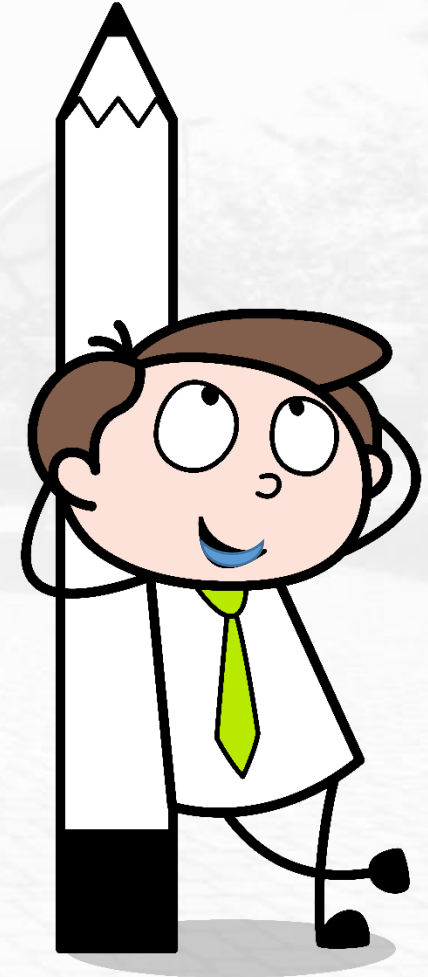
To Avoid FERPA Violations

- ☐ ***Store paper documents*** containing FERPA/PHI data in a secure place (**ex. locked office or locked in a storage cabinet**).
- ☐ ***Use a screen saver to protect*** FERPA/PHI data when computer is not in use.
- ☐ ***Report any incident involving*** a misuse, vulnerability or breach of student data to the proper personnel immediately!

FERPA Policy Violations

Failure to Follow Policies

- ❑ Compliance with these data protection policies and safeguards under the FERPA Act is the responsibility of all members of the University community.
- ❑ Violations of these policies and laws will be dealt with seriously and will include sanctions, up to and including termination of employment.
- ❑ Employees suspected of violating these policies may be temporarily denied access to the data as well as University information technology resources during investigation of an alleged abuse.



Contact Information

Report an Incident or Violations

Suspected violations of JSU's and FERPA's data protection policies must be reported to the Information Security Officer immediately.

JSU Department of Information Technology Incident Contacts:

- Shayron Nichols, PhD
Cyber Security Awareness Training Coordinator
- Josiah Dosunmu
Email Administrator

Report Cyber Incidents to:
cybersecurity@jsums.edu

**Feel free to contact us with questions or comments on information security or privacy at Jackson State University.*