

“How to Practice FERPA”

1. Lock your computer when away from your desk.
2. Do not leave student information in shared spaces or in visible places in your work area.
3. Do not print unnecessary documents that contain student information.
4. Make sure all pieces of paper that contain student information are disposed of in a designated and secure, shred bin.
5. Do not save reports or spreadsheets with student information, directly onto your desktop. Rather, store them in a secure, password protected location on a secure internal server/ Lane network folder. Do not use dropbox or any other unauthorized sharing drives or networks that are outside the Lane network.
6. Do not leave printed reports in an unsecured area, or take them home, off campus, or anywhere information might be left open to the public.
7. Do not share data with anyone who has not been approved to review that data.
8. Do not email reports to unauthorized personnel, non-school officials or anyone not designated by the college as a person who “needs to know”.
9. Do not email reports to personal email addresses. Only use the college designated email system and a LaneCC.edu email address, if reports are being shared.
10. Use the email Blind Copy feature when sending group emails to students.
11. Report any breach of data or violation of FERPA to Lane’s Registrar.

I certify that I have completed the following Safe Colleges training:

FERPA training completed on _____ date.

Implicit Bias completed on _____ date.