

SHAW UNIVERSITY

Distance Education Computer Privacy Notice

In accordance with institutional policy and the U.S. Family Education Rights and Privacy Act of 1974 (FERPA), Shaw University ensures the protection of student educational records. Shaw University does not release private records of individual students without prior written consent of the student.

- As permitted under federal law, the sole exception to the above practice is the release of "directory" information considered to be public in nature and not generally deemed to be an invasion of privacy. The following categories are defined as "directory" information: Student's name, Address, Telephone listing, Electronic mail address, Photograph, Date and place of birth, Major field of study, Dates of attendance, Grade level, Participation in officially recognized activities and sports, Weight and height of members of athletic teams, Degrees, honors, and awards received, the most recent educational agency or institution attended, Student ID number, user ID, or other unique personal identifier used to communicate in electronic systems that cannot be used to access education records without a PIN, password, etc. (A student's SSN, in whole or in part, cannot be used for this purpose.)

According to FERPA, students have the right to request non-disclosure of directory information. If students do not restrict release of this information, it is probable that the information will be released or disclosed. Shaw University uses directory information for non-commercial, educational purposes, such as to mail notices to students about changes in policies, services, or opportunities. Directory information may also be provided for commercial purposes to businesses affiliated with the institution, honor societies, the alumni association and foundation, or other individuals for purposes that may be beneficial to students. The university exercises discretion in responding to requests for directory information and may or may not provide such information when requested, depending on the intended purpose of the request. Shaw University does not sell or rent student information for a fee.

Students may block disclosure of directory information. To block disclosure of directory information, a student must notify the Registrar's Office. Even if a student blocks directory information, it may still be disclosed or inspected by those persons authorized to inspect education records without consent.

Learning Management System

Faculty members adhere to the FERPA policy in online courses while using the learning management system for online delivery. Students log in to the learning management system using a secure login id and pin number that is distributed by the university.

Network Traffic Logs

In the course of ensuring network security and consistent service for all users, Shaw University employs software programs to do such things as monitor network traffic, identify unauthorized access or access to nonpublic information, detect computer viruses and other software that might damage computers or the network, and monitor and tune the performance of the network. In the course of such monitoring, these programs may detect such information as email headers, addresses from network packets, and other information. Information from these activities is used only for the purpose of maintaining the security and performance of the university's networks and computer systems. Personally identifiable information from these activities is not released to external parties without your consent unless authorized by the President or required by law.

Web Logs

The Shaw University website routinely collects and stores information from online visitors to help manage and improve service. This information includes the pages visited on the site; the date and time of the visit; the Internet address (URL or IP address) of the referring site; the domain name and IP address from which the access occurred; the version of browser used; the capabilities of the browser; and search terms used on our search engines. This site makes no attempt to identify individual visitors from this information; personally identifiable information is not released to external parties without your consent unless authorized by the President or required by law.

Cookies

Cookies are pieces of information stored by your Web browser on behalf of a website and returned to the website on request. This site may use cookies for two purposes: to carry data about your current session at the site from one Web page to the next, and to identify you to the site between visits. If you prefer not to receive cookies, you may turn them off in your browser, or may set your browser to ask you before accepting a new cookie. Some pages may not function properly if the cookies are turned off. Unless otherwise notified on this site, we will not store data other than for these two purposes in cookies. Cookies remain on your computer, and accordingly we neither store cookies on our computers nor forward them to any external parties. Unless otherwise notified on this site, we do not use cookies to track your movement among different websites and do not exchange cookies with other entities.

External Links

If while visiting the Shaw University Website you are directed to another site by using links or other resources, Shaw University does not control these sites and resources, does not endorse

them, and are not responsible for their availability, content, or delivery of services. External sites are not bound by the college's online privacy policy; they may have their own policies or none at all.

Information Voluntarily

While using the website, visitors may choose to provide us with information to help us serve their needs. For example, you may send us electronic mail (through a mailer or a Web form) to request information, you may sign up for a mailing list, or you may send us your address so that we may send you an application or other material. Any personally identifiable information you send us will be used only for the purpose indicated. Requests for information will be directed to the appropriate staff to respond to the request and may be recorded to help us update our site to better respond to similar requests. We will not sell, exchange or otherwise distribute your personally identifiable information without your consent, except to the extent required by law. We do not retain the information longer than necessary for normal operations. Each Web page requesting information discloses the purpose of that information. If you do not wish to have the information used in that manner, you are not required to provide it. Please contact the person listed on the specific page, or listed below, with questions or concerns on the use of personally identifiable information.