

**FERPA generally requires the University to keep personally identifiable student educational records confidential. Requiring the use of any electronic media in a manner that is functionally the equivalent of the traditional classroom use of textbooks, homework, tests, etc., where the *entire process is not internal to the University*, raises FERPA issues. This chart provides a general guideline to assist in recognizing and addressing FERPA issues but should not be considered definitive or exhaustive.**

If you have any questions, contact Kathy McClelland at 4-5181.

<b>I want my students to visit a website</b>	
-to view information	No FERPA violation if no registration required, not a course requirement, no points or grades involved
-to view information, but registration required (e-mail; name)	No FERPA violation if students are disclosing directory information only, not a course requirement, and no points or grades involved
-to do <i>optional</i> homework/problems/self-tests; registration required	No FERPA violation if students are disclosing directory information only, not a course requirement, and no points or grades involved
<p><b>I want my students to</b></p> <p>-create an account at a wiki/blog/similar webpage where they will complete tasks required for class</p> <p><b>OR</b></p> <p>- use a website to do homework/problems/tests required in my course; registration required (whether or not I can retrieve grades</p> <p><b>OR</b></p> <p>- use a website that the publisher of my textbook provides; registration is required; grades are kept on servers outside the AU domain</p> <p><b>OR</b></p> <p>-use an online course; registration is required; grades are kept on servers outside the AU domain</p>	<p>FERPA may be violated <b>unless</b> students are provided with anonymous computer aliases* and only faculty has the key to identify the students by their aliases.</p> <p>Otherwise, before you require students to use this site:</p> <ul style="list-style-type: none"> <li>• A service provider’s agreement with AU or its terms &amp; conditions for use must specify &amp; acknowledge its FERPA responsibility to AU &amp; agree to be liable to AU for any FERPA violation.</li> <li>• Although not a FERPA requirement, it is essential that a service provider’s agreement with AU or terms &amp; conditions for use specify that the agreement is governed exclusively by the laws of the state of Alabama.</li> </ul> <p>Do not execute an agreement or accept terms &amp; conditions of use until it has been reviewed by Steve Ballew in Payment &amp; Procurement Services.</p>

\*IMG has found an Excel file (freeware) that contains formulas that will generate aliases (first and last) and usernames (letters and numbers). It is available at: <http://www.auburn.edu/img/legal/files/rng.xls>

**Please keep a spread sheet with this info:** faculty name/username; course; publisher or vendor; title of online ware; link to ToA; whether grades involved, use if not.