

# FERPA

## P

### PEDAGOGY

**The Family Educational Rights and Privacy Act (FERPA), a federal law, and its corresponding regulations give students certain rights to privacy of their education records and rights of access to these records.**

#### PURPOSE

Student educational records (other than directory information) are considered confidential and may not be released without students' written consent. The exception is directory information unless the student asks to have this information restricted. Student information stored electronically, including use of educational technology that creates a record of student activity, must be secured and available only to those with a need to know.

#### PROCEDURE

- » Follow your institution's FERPA policy.
- » For online instructional activities, use services provided by your institution or contracted provider.

- » Make sure content accessible online is protected by login. In most cases online work should be viewable only by members of the class.
- » Check terms and conditions and privacy agreements of external online services you use.
- » When requiring students to publicly post information caution them about posting personal information.
- » Never provide lists or other information about students enrolled in classes for a commercial purpose.

#### CONSIDERATIONS

- » Ask for student consent before releasing information.
- » Check data governance policies.



**BEGINNER**

Find out more at » [nwacco.org/card/ferpa](https://nwacco.org/card/ferpa)



<http://www.nwacco.org/card/>

## References – FERPA

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