Guam Community College does not charge additional fees for student identification verification. In some instances, students in a distance education course may be required to use a web camera and headset for course activities/assignments. These technologies may be used for student identification verification. Faculty will provide specific information in the course syllabus at the beginning of each course. If in the future a fee is imposed, students will be notified in writing at the time of enrollment.

This section shall be subject to periodic review and revision to ensure alignment with changes in federal regulations, technological advancements, and best practices in student authentication.

Student Privacy in Distance Education

Objective:
The objective of this Standard Operating Procedure (SOP) is to establish guidelines and procedures to ensure compliance with the Family Educational Rights and Privacy Act (FERPA) in distance education practices at Guam Community College.

Responsibility:
The responsibility for ensuring FERPA compliance in distance education lies with faculty, administrators, and staff involved in handling student records and information.

Background:
The Family Educational Rights and Privacy Act (FERPA) is a federal law that protects the privacy of student education records. It grants students the right to access their educational records, control the disclosure of their information, and request amendments to inaccurate or misleading records. FERPA applies to all educational institutions that receive federal funding, including distance education programs (20 U.S. Code § 1232g; 34 CFR Part 99).

Guidelines:

The Guam Community College is committed to protecting the privacy of students enrolled in all courses regardless of the mode of instruction (online, hybrid, or face-to-face).

- The College requires the use of the Moodle LMS to teach all distance education courses to ensure the security of student course material, communication, student work submission, and grades. Instructors can use Moodle to post course material, send announcements, facilitate collaboration among students, collect student work, deliver tests and quizzes, and post grades.
- Secure College usernames and passwords are generated through the admissions application process. These credentials generate a single sign-on service allowing students access to Moodle, email, grades, transcripts, and all other student services through the secure MyGCC student portal using their generated username and password. Although the College assumes the initial responsibility for issuing and maintaining a secure username and password to all students, students are instructed to change their passwords once they have signed in to the portal for the first time. Other than the user, no one on campus, including the MIS department, has access to the new password. Students can securely manage all aspects of their password through the MyGCC portal.
- Students are assigned an official College email address at the time of admission, and the College email system is required for all official communication with students.
- Faculty are required to keep student usernames, work, scores, and grades confidential. Students in distance education courses do not have access to other students' work or grades. Students are instructed not to share login and password information with others.
- College personnel are required to follow the College and FERPA guidelines for sharing student educational record information with other faculty, staff, parents, or others outside of the College.
- Guidance on photos/videos and written student consent as required by FERPA are available on the FERPA website as follows: https://studentprivacy.ed.gov/faq/faqs-photos-and-videos-under-ferpa.
- More information on FERPA guidelines such as student rights, directory information, and FAQs can be found in the GCC website as follows: https://guamcc.edu/ferpa

For further guidance on student privacy or FERPA information, please see the Guam Community College Admission and Registration Office.

This section shall be subject to periodic review and revision to ensure alignment with changes in FERPA regulations and best practices in distance education.

Student Attendance in Distance Education

Objective:
To establish guidelines and procedures for monitoring and recording student attendance in distance education online courses at Guam Community College

Responsibility:
The responsibility for attendance monitoring lies with the instructors of each respective distance education course. The instructional designer shall oversee the implementation and compliance of this procedure.

Guidelines:
- **Attendance Monitoring:**
  1. Instructors are required to establish clear attendance policies at the beginning of each distance education course, outlining expectations regarding student participation and engagement.
  2. Attendance may be tracked through various means, including but not limited to:
     a) Participation in online discussions
     b) Submission of assignments or quizzes
     c) Interaction with course materials
     d) Engagement in synchronous sessions or virtual meetings
  3. Instructors should specify the frequency and method of attendance tracking in the course syllabus or instructional materials.
- **Recording Attendance:**
  o Instructors are responsible for maintaining accurate records of student attendance throughout the course duration.
  o Attendance records should be updated regularly based on the established tracking methods.
  o Instructors must use the College's designated Learning Management System (LMS), Moodle, or the Banner system to record and maintain attendance data securely.
- **Communication:**
  o Instructors must communicate attendance policies and expectations clearly to students at the beginning of the course.
  o Any changes to attendance policies during the course should be communicated promptly to students, along with the rationale behind the modifications.
- **Monitoring and Support:**
  o The instructional designer will periodically review attendance records to ensure compliance with established policies.
  o Instructors requiring assistance or encountering challenges related to attendance monitoring should seek support from the instructional designer.
- **Documentation:**
  o Attendance records should be retained for a specified period after the course completion, as per institutional guidelines.
  o Instructors should maintain confidentiality and data privacy when handling attendance records in accordance with relevant policies and regulations.
- **Evaluation and Feedback:**
  o The effectiveness of attendance monitoring procedures shall be periodically evaluated and reviewed by the instructional designer.
  o Feedback from instructors and students regarding the attendance process should be solicited and used to inform continuous improvement efforts.

Academic Integrity in Distance Education