

University Information Security and Digital Information Protection Policy	Effective date: September 14, 2018 Replaces: New
Application: University-wide Access: Public	Position responsible for facilitating compliance: <i>Information Technology</i>

I. POLICY

Niagara University is committed to the protection and privacy of students enrolled in face-to-face and distance courses and programs and to student identity verification. This policy is intended to protect the privacy and availability of digital information that is stored, processed or transmitted.

II. PROCEDURES

- i. Niagara University implements a system specific to Niagara University which it has named the *Purple Pass*. These policies can be found through the following links: Purple Pass Policy found at <https://www.niagara.edu/purplepass-account>.
- ii. The *Purple Pass*, which is linked directly to a student' identification number and student card, identifies users through private usernames and passwords that protects personal information and verifies student identity.
- iii. All university correspondence (e.g., email) must occur within the Purple Pass system.
- iv. Niagara University has also adopted as its Learning Management System (LMS), Canvas, which is used for courses that are delivered using face-to-face, online and hybrid formats. Canvas is only accessible to students through the Purple Pass System.
- v. All students are required to activate their Purple Pass account in order to engage in university business (e.g., to register for classes, access grades, participate in online and hybrid classes, access materials for face-to-face classes, and access services).
- vi. All information is to be protected in accordance with the requirements of the Family Educational Rights and Privacy Act (FERPA) and the Freedom of Information and Protection of Privacy Act (FIPPA).
- vii. All students receive, from the University, an annual notification of student's rights.

IV. SCOPE OF POLICY

This policy applies across the University to include all academic and administrative sectors, third-party agents of the University, and any other University affiliate that is authorized to access institutional data, services and systems.

III. Oversight of the Policy

The Director for IT in consultation with the Registrar is responsible for, and maintains the policies and procedures associated with student identity.

IV. Revision of this Policy

Any revision of this policy must be approved by Director for IT in consultation with the Registrar.

Approved: PPRC 5/8/18

Approved: President's Cabinet 9/14/18