DAVIDSON-DAVIE COMMUNITY COLLEGE
Students
PRIVACY - DISTANCE EDUCATION STUDENTS
PROCEDURE 5.4.3.4

Davidson-Davie Community College (DDCC) is committed to protecting the privacy of all students, including those enrolled in all distance learning programs. To protect the privacy of all students, including distance education students, DDCC complies with the Family Educational Rights and Privacy Act (FERPA) of 1974, as published in the DDCC Catalog under Student Policies and Procedures (Policy 5.4.3).

I.   **STORMTRAC ACCOUNT**
    A. At the time of initial registration, all DDCC students are issued a unique username, their Stormtrac account, and password. Upon initial login, all users are required to change their password.   As an added security measure, all passwords must be updated approximately every 180 days.
    B. The Stormtrac login along with a unique password is required to access all college resources including Ellucian SelfService, which is DDCC's web-based information system that students, including students enrolled in distance education courses, use for course registration and to access grades, textbook information, financial information, personal directory information, and more.

II.   **LEARNING MANAGEMENT SYSTEM**
    A. Students who enroll in distance learning courses at DDCC access the learning environment through a learning management system (LMS). Faculty and students access the LMS using their Stormtrac username and password. For each course, only faculty of record serve in the LMS Teacher role, and students only have access to LMS content in the courses in which they are enrolled.
    B. In the secure environment of the LMS, faculty members may post course materials, assignments and exams, and discussion forums for their courses, and where students may participate in forum discussions, upload assignments, and take quizzes and exams. The privacy of individual students' assignments and grades are maintained within the course management system.