



DEGREEWORKS SECURITY REQUEST

☐ Request New Account

Notice: Make sure you read and sign the Lakeland User Access Rules and Confidentiality Policy on the last two pages of this document.

☐ Super User

☐ Faculty

☐ Counselor

☐ Update Existing Account

Username: _____

First Name

Last Name

Department Name

Position

**Return completed/signed form
to the Help Desk, C2060.**

SUPERVISOR APPROVAL

The undersigned supervisor of the above-named employee deems it necessary that the system accesses requested be provided to enable the employee to meet the educational and/or business needs of Lakeland Community College.

Supervisor's Signature

Date

ADMINISTRATOR APPROVAL

The undersigned administrator(s) have granted permission for the employee to have access to DegreeWorks.

Registrar Signature

Date

Tracey Cooper, A1002c, X7230

Learning Support Signature

Date

Marilyn Jones, A1035, X7828

LCC Administrative Information Systems Security User Access Rules

Name: _____ Department: _____
Print Full Name

Access to the college computing system, including its hardware, software data and any other information obtained from it in whatever form, is subject to the following rules:

1. The college has entered into non-disclosure agreements with vendors of various computer software. Documentation materials regarding this software must not be revealed (including object code and source code, in the case of technical staff).
2. All personally identifiable information is confidential and the user will not reveal such information except to the extent required by his/her job responsibilities. Users should familiarize themselves with the attached Lakeland Community College Policy, 3354:2-63-01, Confidentiality and Review of Student Records, which describes the policy with regard to confidentiality of student records.
3. All information is to be used only for institutional purposes. The user must not, without proper authorization, utilize computer equipment or programs to gain access to, copy, or obtain for personal use or information, records or information owned or possessed by the College.
4. The user must call up or view only that information required to carry out his/her job responsibilities.
5. The user must take care not to alter, damage or destroy a computer system or computer network or the software program or data contained in a computer, computer system or computer network, and must not gain access to or alter a computer system, network program, or data, without proper authorization.
6. The user must at all times utilize the College computing system in accordance with established standards and procedures.
7. The user must not reveal his/her password to any other person. The user must change his/her personal password at least quarterly, as an aid in maintaining security. The user's personal password must not be the same as the departmental password.

Violation of any of the above terms may subject a user to disciplinary action.

I acknowledge that I have read these rules and received a copy of both the User Access Rules and Lakeland Community College Policy 3354:2-63-01 (see next page).

User Signature: _____ Date: _____

LAKELAND POLICY

Policy Number	3354:2-63-01
Title	Confidentiality and Review of Student Records
Date Approved	By the Board of Trustees 4/5/90
Related Procedure	SS63-01

The following statement is the college's policy on students' rights to review their educational records and the confidentiality of these records in accordance with the 1974 Family Privacy Act (Buckley Amendment).

- (A) Students attending Lakeland have the right to review their educational records which consist of official records, files, and data directly related to themselves which are maintained by the college or any college department/division.
- Medical and counseling records maintained by professional or para-professional physicians or counselors which are used in treatment or counseling with a student are deemed confidential and need not be shared with a student. Such records may be reviewed by a physician or other appropriate professional of the student's choice.
- Financial aid records and files are confidential and need not be shared with students.
- Files maintained by the Campus Police Department are to be kept confidential, except that the record known as the incident report may be viewed by the student involved in the incident.
- (B) A student's educational records are confidential and may only be released with the student's written consent.
- The only exception are college officials (or a designated college representative) who may review the record for the educational interest of the student.
- (C) Students have the opportunity to challenge the content of their school records to insure that the records are not inaccurate, misleading, or otherwise in violation of the privacy or other rights of students, and to provide any opportunity for the correction of any such inaccurate, misleading, or otherwise inappropriate data contained therein.
- Challenges by students regarding the validity of grades received are not covered by the Family Privacy Act.
- (D) The college classifies the following information on individual students as public information and may make it available to the public:
- Verification of enrollment
 - Dates of attendance
 - Verification of graduation and date of graduation
 - Degree earned
 - Special awards/honors earned
 - If a member of an athletic team, the student's height and weight
- (E) It is the policy of the college to deny requests for mailing lists of student names and addresses unless it is determined by the Vice President for Student Development & Dean of Students that the provision of such information is clearly in the best interests of students.

Supplemental Information for Lakeland's Confidentiality and Review of Student Records Policy: Definition of Terms

Directory Information (public information): Information defined by the institution which would not generally be considered harmful to the student, or an invasion of privacy, if disclosed. Lakeland has defined the following as the College's directory information:

- Verification of enrollment
- Dates of attendance
- Verification of graduation and date of graduation
- Degree earned
- Special awards/honors earned
- If a member of an athletic team, the student's height and weight

Education Records: Means those records directly related to a **student** and maintained by the institution or by a party acting for the institution. Education records include such items as name, social security number, address, phone number, grades, enrollment status, etc.

Legitimate Educational Interest: The official need to review an education record by a school official in order to fulfill his/her professional responsibility.

School Official: A school official is a person employed by the college in an administrative, supervisory, academic or support staff position. This includes students serving on an official committee or assisting other school officials in performing their tasks.