Administrative Computing Account Request

Full Name: _____________________________________________

Office: __________________________ Office Phone: _________

Users of administrative computing services and facilities have access to valuable university resources, sensitive data, and external networks. Consequently, it is important for all users to behave in a responsible, ethical and legal manner.

Student record information protected by the Family Educational Rights and Privacy Act (FERPA) must also be used in a manner consistent with that law. Attached are copies of the Information Technology Administrative Data Access Policy and the Ashland University policy on the Release of Student Record Information.

By signing, you indicate that you have read and accepted the Administrative Data Access Policy and the Release of Student Record Information policy. Keep the attached copies for your records, and return the signed form to the helpdesk at 100 Patterson Hall (phone 5405)

Signature: __________________________ Date: __________

Supervisor: __________________________ Date: __________

E-Mail Username: __________________________

If there is another user with the same access as this person should have, print their username here:

________________________________________________________________________

Computing Center Use Only

<table>
<thead>
<tr>
<th>User Name :</th>
<th>Person ID Number :</th>
</tr>
</thead>
<tbody>
<tr>
<td>Budget Departments:</td>
<td>Security Classes:</td>
</tr>
</tbody>
</table>

☐ User added  ☐ UT.OPERS  ☐ AU.OPERS  Completed:
Administrative Data Access Policy

Information maintained by the University is a vital asset that will be available to all employees who have a legitimate need for it, consistent with the University's responsibility to preserve and protect such information by all appropriate means. The University is the owner of all administrative data; individual units or departments may have stewardship responsibilities for portions of that data.

The University expressly forbids the use of administrative data for any purposes other than those required to conduct the business of the University. Employees accessing data must observe requirements for confidentiality and privacy, must comply with protection and control procedures, and must accurately present the data in any use.

This policy is for the internal use of information for employees at Ashland University. External requests for information are handled in accordance with other University policies.

Administrative data access clients, including, but not limited to the Datatel User Interface may only be installed on University owned and approved machines.

Administrative data access clients may also be installed on a temporary basis on University owned classroom machines for instructional purposes.

Administrative data may only be saved to University owned and approved machines when required to conduct University Business.

Administrative data includes, but is not limited to:

- Student information
- Alumni Information
- Employee information
- Financial information

University owned and approved machines include:

- University owned and supported network servers.
- University owned and supported office computers attached to the campus network.
- University owned and supported laptops used both on and off campus.
- University owned and supported office computers set up for use from an alternate work place (such as an employee’s home).

University owned and approved machines DO NOT include:

- Computers purchased by employees for home use.
- Student owned computers.
- Lab, Classroom, or other public use computers.
  - For the purposes of loading administrative client software public use computers may be approved on a temporary basis, but administrative data still may not be saved on such machines.
- Laptops checked out from one of the laptop checkout areas, or the Help Desk
- Removable storage devices or media.
Release of Student Record Information

(Abbreviated text; full text is accessible at http://www.ashland.edu/registrar/documents/ferpa.PDF)

Under the provisions of the Family Educational Rights and Privacy Act of 1974 (FERPA), student educational records and information should not be released without the expressed written consent of the student. The exception to this information is classified as “Directory (Public) Information” and may be released without the student’s consent. Ashland University has determined the following as directory information: name, local address, home address, local telephone number, home telephone number, date and place of birth, parents name and address, e-mail address, major, class, center attended, dates of attendance, full-time, half-time, or part-time status (not specific credit hours), degrees and awards received (including Dean’s List), previous institutions attended, participation in officially recognized activities and sports, photographs, weight and height of members of athletic teams. Directory information cannot include student identification numbers or social security numbers. Additionally, students have the right to withhold the release of the above by presenting a written request to the Registrar. A small number of students have requested this and when the name is “accessed in the computer” the statement “Do Not Release Information” will appear.

A student has the right to:

a) Inspect and review education records pertaining to the student
b) Request an amendment to the student’s records to insure that they are not inaccurate, misleading, or otherwise in violation of the student’s privacy or other rights.
c) Limit disclosure of some “personally identifiable information” (information that would directly identify the student or make the student’s identity easily traceable) known as directory information.
d) The right to file a complaint with the U.S. Department of Education concerning alleged failures by Ashland University to comply with the requirements of FERPA.

The name and address of the Office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605

The following guidelines apply to using or distributing any non-directory, person-specific data retrieved through administrative data queries:

1. When prompted to select an individual or group (such as majors or minors), it is understood that you will only select those records that are under the authority of your department.
2. All non-directory, person-specific information is confidential and may not be released to anyone outside your department without written consent of the student.
3. Electronic copies of data retrieved from administrative data queries may not be sent to non-AU emails without the written consent of the Institutional Research Office.
4. Any hard copies of data retrieved from administrative data queries that contain non-directory, person-specific information must be shredded when discarded.
5. Queries run for a specific purpose are not to be used for any other purpose.

All non-directory information is confidential and should not be discussed outside the bounds of the specific need-to-know situation.