

QUINCY COLLEGE
APPROPRIATE VIRTUAL LEARNING TECHNOLOGY USE
AND PRIVACY REQUIREMENTS

In the course of the COVID-19 pandemic, one step Quincy College has taken is to shift to providing virtual learning opportunities for its students. As part of our virtual learning plan, Quincy College has and will, where appropriate, continue to engage educational opportunities using various College authorized providers to deliver a synchronous video conferencing platform. This platform has the capability to capture video and sound within range of a student's computer camera and/or microphone. Prior to engaging in this form of virtual learning, Quincy College would like to clarify expectations for use of virtual technology for educational purposes as follows:

- 1) Quincy College may regularly record virtual learning sessions. The College reserves the right to record any virtual session with proper notice to those affected.
- 2) Quincy College's online classrooms and teaching sessions are subject to the same requirements that apply in the on campus classroom session. The same privacy, access and code of conduct rules and requirements that apply in the on campus classroom apply to the online classroom and other learning sessions.
- 3) These rules apply anytime and to all aspects of the Quincy College educational experience, including from the moment the Quincy College online classroom or any Quincy College virtual platform is accessed, to the time Quincy College ends the session and the student has signed out of Quincy College's platform.

Quincy College strictly prohibits students from taking screenshots, pictures, audio/video recording, and distribution of any virtual educational experience. Quincy College strictly prohibits taking a picture/video of any student or staff during the session and sharing it electronically (i.e. via text) or posting the image on any social media platform.

Exception: Where a student requires an accommodation for a documented disability that allows for recording, the College will work with the student and affected staff members. Students requesting an accommodation are to contact Cynthia Chapman in Student Accessibility Services at 617-984-1731 or at cchapman@quincycollege.edu.

- 4) These absolute requirements exist to protect privacy rights, including general privacy rights of individuals and staff, protection of student records and privacy interests, confidentiality, prevents unauthorized audio recording and/or video recording, prevents unauthorized pictures, prevent the distribution of copyrighted materials, encourage learning and security in the environment, and to comply with federal and Massachusetts law.* (Please note that in addition to general rights to privacy, in Massachusetts it is illegal to audio record another person through any medium without his/her knowledge and consent.)

Quincy College's virtual classrooms may only be entered and accessed by enrolled students. The virtual classroom, like the on campus classroom, may only include those enrolled in the class. Others may not be in within listening or visual range during the class.

- 5) Students may not share any link or password provided by Quincy College to them individually to access online classes or other online platforms to include but not limited to links and passwords to online recordings/archives. Links and passwords should be kept confidential and may not be shared, even with another student. Properly enrolled and registered students must contact their instructor if they have not received a link or password or believe their link or password may have been accessed or shared. If a student believes their password or link has been compromised, they may also immediately contact Dr. Lisa Desruisseaux at ldesruisseaux@quincycollege.edu or by calling 617-984-1619.
- 6) Students can also contact IT at itsupport@quincycollege.edu or by calling 617-984-1698.

Nothing in this policy is intended to or does limit the Colleges ability to approve specific recording variations of this policy as an accommodation for students with disability needs. Any such exception as an accommodation must be provided in advance and must be in strict accordance with College requirements and protocols. Students may contact Cynthia Chapman with any accommodation requests/questions in Student Accessibility Services at 617-984-1731 or at cchapman@quincycollege.edu .

As a reminder, this policy is not intended to limit in any or replace our other policies relative to Quincy College, its staff, students, partners, to include but not limited to code of conduct and academic policies, which continue to apply to remote learning opportunities,