

### **DO**

- Do use the University's Learning Management System, Isidore system or self-service Banner (via Porches) to post grades
- Do use a sealed envelope if you need to send out student information
- Do obtain a signed release form from a student before releasing records to someone who's requested that student's records
- If you have a good-faith belief that a health or safety emergency exists, then do release records necessary to deal with that emergency situation
- Do use a student's udayton.edu email address for correspondence you need to send to that student
- Do use *your* udayton.edu email address for correspondence you need to send out in your role for the University (other systems may not be as secure as ours)
- Do protect your log-in password
- If someone calls you requesting educational record information, do go through steps to verify that the person on the phone is who the person claims to be (*i.e.*, the student him/herself, or someone the student has authorized to have access to such information)
- Do keep your computer locked when you're not in your office
- Do set your handheld devices (including smartphones and tablets) to automatically lock when not in use for a period of time

### **DON'T**

- Don't use systems other than the University's Learning Management System, Isidore or self-service Banner to post students' grades
- Don't post grades by SSN or student ID number either physically (e.g., printed sheet on office door) or electronically (*e.g.*, website that you maintain)
- Don't send out student information on a postcard
- Don't discuss a student's information in such a way that others might overhear
- Don't send grade information or other student details to a student at an email address you don't recognize to be theirs (the safest way is to use a student's udayton.edu address)
- Don't release information about a student by phone or email without first confirming the identity of the recipient
- Don't leave student information where it could be seen or accessed by others
- Don't leave student papers or tests in a pile for students to sort through to pick theirs up
- Don't dispose of student records in ordinary trash
- Don't access Banner to find out information about a student for reasons unrelated to your University duties
- Don't share your UD password (not even with student employees)
- If your child is a student at UD, don't use your University resources/access to look up your child's records unless you have your child's consent
- Don't leave your computer or handheld device unlocked when you're away from them

This list is excerpted from the larger "FERPA Basics" document; for more information, consult that larger document, or contact the Office of the Registrar or Legal Affairs.