Compliance Tips for the Month – October 2019

Social Media, External Software, and Risk Assumption

The following are reminders regarding the use of social media and/or software utilized to communicate with students, download educational materials, and/or to post information for student consumption.

1. Prior to engaging a software vendor, please check with ITD Security Services to determine if the vendor needs to complete a Security Questionnaire. The Security Questionnaire helps ITD determine if the vendor's software is able to maintain the security of student PII and/or student educational records information and/or meet other technology security standards.

2. When utilizing social media, such as Facebook, YouTube, Twitter, and other platforms to communicate with a student, please remember that posting individual, private student educational records is prohibited and triggers noncompliance with FERPA.

3. If you utilize YouTube or similar marketing and networking platforms for information distribution, please remember that you are individually, and independently, agreeing to YouTube's terms and conditions and, as such, you personally assume any risk and/or liability associated with the use of YouTube or other platforms. The University is neither responsible, nor liable, for individual staff and/or Faculty use of social media and marketing platforms.

Annual Ethics and FERPA Training

The annual, electronic Ethics training will be distributed to all employees in mid-October 2019. The training is video based, includes audio, and will be available on Live Stream for greater accessibility purposes, as well as to ensure ease of viewing on all computer types (Mac, HP, IBM, etc.). A link to the Ethics Training is forthcoming.

In addition, an updated annual FERPA training will be released in mid-October 2019 that is also video based with audio. The FERPA training also will be available on Live Stream, and a link to the training is forthcoming.

Records Management and Annual Destruction Days: Reminders

As a reminder, the Annual Records Destruction Days are as follows:

1. October 21, 2019 – 8:30am to 1:00pm
2. October 22, 2019 – 8:30am to 1:00pm

If you are a Records Coordinator for your area, department, or Division, and have not yet received the **Revised Instructions** regarding the 2019 Annual Destruction Days, please contact any of the following resources:

1. Records Officer Email: RDAretention@mtsu.edu.
2. Hector del Callar – Hector.DelCallar@mtsu.edu
3. Donna Baker – Donna.Baker@mtsu.edu

Thank you.
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