

Los Angeles Trade Technical College ePortfolio Policy

For Students -

All of your work, entries, portfolios, and information which is part of your ePortfolio are considered part of your educational experience at this institution. It is therefore protected by the same federal (FERPA) and institutional rules that protect your privacy. No information in your ePortfolio can or will be released to anyone without your permission (including whether or not you have an ePortfolio). Through the invitation process you control who can see your Guest Views, Portfolios, Goals, and Advising information.

Federal educational privacy laws gives the institution the right to conduct education research using the ePortfolio as long as all data is reported only in the aggregate and not attributed to any student. For example, your institution could count how many of its students have begun an ePortfolio or how many students have created portfolios or resumes using it. They cannot publish or use any specific information which identifies you in this research.

The college and district reserve the right to review content within the ePortfolio and remove any which violates institutional policies or state, federal, or copyright laws. Students are bound by the same User Agreement (District Policy E-76) for their use of Moodle and Mahara as they are for all on-campus computing activities.

For Faculty and Staff:

Although FERPA rules do not specifically apply to faculty and staff, we use the same standards (as outlined above) for all users of the ePortfolio.

Duration of Record Keeping:

The student is responsible for keeping a back-up of their ePortfolio content at the end of each semester. The back-up can be a Leap2 or HTML file format and be downloaded and saved by the user. The user and all ePortfolio content will be retained as long as the student is in current status¹.

See the following district board rules for a complete list of regulations governing computing services.

http://www.laccd.edu/board_rules/documents/Ch.IX-ArticleVIII.doc

http://www.laccd.edu/admin_regs/documents/BRegs/B-27.doc

http://www.laccd.edu/admin_regs/documents/BRegs/B-28.doc

The violation of any District rule or regulation, state or federal law or any other misuse may result in denying your ability to utilize computer resources and/or computing facilities offered by LATTC or the District. In addition, any misuse may require financial reimbursement or restitution to the District for funds expended and could result in disciplinary, civil or criminal action.

¹ Current Status refers to students who have not missed more than two consecutive fall/spring terms.