



***Information Technology Policy and Procedure***

Title: <b>STUDENT RELATION</b>	Policy Number: <b>1.4.6</b>
Regulation Reference:	Effective Date:

**Policy Statement:**

Policy identifies blood or marriage relation between IT personnel and any student attending the El Paso Campus at the Texas Tech Health Sciences Center. This policy is to help ensure protection against FERPA violations or improper use of any student information or modifications that could have any negative implications.

**Scope and Distribution:**

Applies to all employees of Information Technology

**Procedure:**

**Initiate Identification of Student Relation**

1. Identify student relation by Department Directors
  - a. Meet with IT personnel and review the Student Relation form in detail
  - b. Annually request acknowledgement and confirmation of student relationship
  - c. Send to Human Resources for archiving
  
2. FERPA On-line Training-one time
  - a. Discuss training session with personnel
  - b. Send Lubbock Registrar's office the eRaider account of all of our employees
  - c. Identify deadline for training
  - d. Disseminate the FERPA training via Texas Tech portal-ACME to all of our IT personnel
  - e. Collect training information and certificate of completion
  - f. Send to Human Resources for archiving
  
3. IT Security conducts random Spot checks
  - a. Identify areas of interest in the IT systems
  - b. Distribute list of all personnel that will participate in random check
  - c. Meet IT Security team for feedback and spot check findings.

**Approval Authority**

This policy shall be approved by the Vice President, Technology Services.

**Responsibility and Revisions:**

Vice President, Technology Services will review and initiate necessary revisions on this policy annually.

Policy Number: <b>1.4.6</b>	Original Approval Date:
Version Number:	
Signatory approval on file by:  _____	



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**To ensure compliance with Information Technology Policy No. 1.4.x on student relation, please provide the following information if applicable:**

Your name: \_\_\_\_\_ R# \_\_\_\_\_  
 Title: \_\_\_\_\_  
 Department: \_\_\_\_\_  
 Location: \_\_\_\_\_

**Relations:**

Student Name: \_\_\_\_\_  
 School: \_\_\_\_\_  
 Class of: \_\_\_\_\_  
 Relationship: \_\_\_\_\_

Student Name: \_\_\_\_\_  
 School: \_\_\_\_\_  
 Class of: \_\_\_\_\_  
 Relationship: \_\_\_\_\_

Student Name: \_\_\_\_\_  
 School: \_\_\_\_\_  
 Class of: \_\_\_\_\_  
 Relationship: \_\_\_\_\_

\_\_\_\_\_ (Initial) I have read the Information Technology Internal Policy 1.4.6 regarding Student Relation.

Signature \_\_\_\_\_ Date: \_\_\_\_\_