

Principles Summary:

Notice and consent means people should be told when their data is being collected and must agree to it. Purpose limitation means data should only be used for the reason it was collected. Data minimization means collecting only what is necessary not more. Proportionality means the monitoring should match the need and not go beyond what's fair or needed.

My Monitoring & Retention Clause:

Monitoring Scope and Consent:

During online exams, the system will record only the student's screen activity. Webcam and microphone access will not be used. Students will be informed before the exam begins and must click to give their clear consent to this screen-only recording. No monitoring will occur outside of the test period.

Data Retention and Purpose:

The recorded screen activity will be stored securely for 14 days after the exam. If no academic integrity concerns are reported, the video will be permanently deleted. If a concern arises, the video may be kept until the issue is resolved, then deleted. Recordings will only be used to check for exam related violations and nothing else.

Justification:

This policy follows the principles of notice/consent, purpose limitation, data minimization, and proportionality. It gives students clear information and control over their data. It limits the type and length of monitoring to what is needed. This approach is supported by the ACM Code of Ethics, which says to respect privacy and avoid collecting unnecessary personal data.

Evidence Links

- Week 2 Reflection PDF
- [Monitoring Clause Document][Untitled document - Google Docs](#)

Reflection

If I made this better, I would consider shortening the retention period from 14 days to 7 to reduce data storage risks. I might also add a simple appeals process if a student feels the monitoring was

unfair. This policy protects student privacy while still allowing schools to maintain exam integrity. It balances fairness with security for both students and instructors.