

Monitoring & Notice

Hocking College monitors institutional systems and communication channels, including email, Wi-Fi, learning platforms, and college-issued devices to protect operations and comply with policy. Monitoring is limited to authorized purposes and conducted only by designated staff. Users are notified through login banners and the Acceptable Use Policy. Personal communications are not reviewed except when required by law or during investigations of security or conduct concerns. By using College systems, students and employees acknowledge and consent to this monitoring.

Data Handling & Retention

Hocking College collects only the minimum data necessary and restricts access to trained staff. Monitoring data is retained for 90 days unless it is required longer for investigations or legal holds. After this period, data is securely deleted or anonymized. Practices follow principles of data minimization, proportionality, and federal privacy protections such as FERPA. Individuals may raise concerns or appeal through the Office of Information Technology Services or the Office of Student Rights & Responsibilities. Policy violations may result in suspension of access, corrective action, or disciplinary measures consistent with college codes of conduct.

Reference

U.S. Department of Education. (n.d.). *What is FERPA? Protecting student privacy*. Retrieved August 28, 2025, from <https://studentprivacy.ed.gov/faq/what-ferpa>