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Dear Colleagues,

RE: Privacy Guidance for Remote Teaching Operations

When teaching remotely, it is important for faculty to respect and protect the privacy rights of the students. Here are a few tips that will help ensure this is accomplished:

The two main categories to consider are the remote delivery of the course and remote proctoring of assessments. The following is an initial list of issues to consider. For the full list of privacy practices, please go to this site: privacy.uci.edu.

Remote class and content delivery:

- Instructors and staff should use only platform(s) selected, vetted and approved by the University. In addition to standard Canvas tools, Zoom and Yuja, a list of approved tools can be found here. Utilizing Canvas as the main platform provides a secure starting point for sharing files with students and ensuring only authorized people have access to course materials, either your own or student generated ones.
- Recordings should be stored only on University-approved services (e.g., in the UCI Yuja or Zoom cloud storage, not in one's personal Google account or anywhere else).
- Before recording begins, individuals should be informed that the session will be recorded.
- Instructors are encouraged to provide other means of participation for students who do not want to be recorded (e.g., participating in Zoom without video, submitting questions and comments through the chat function).

Remote Exam proctoring:

- Current approved remote exam proctoring options are:
 1. Alternate assessment without proctoring
 2. Automated monitoring via Respondus toolkit
 3. Self-service Zoom proctoring
 4. UCI Remote Proctoring Service
- These products monitor individual students and behaviors using video and video analysis during a remote exam to preserve its integrity. Before using this software, instructors should notify students that they will be recorded. Use this language: *“This program uses video recording or other personal information capture for the purpose of facilitating the course and/or test environment. Pursuant to the terms of the agreement with UCI, the data is used solely for this purpose and any vendor is prohibited from redisclosing this information. UCI also does not use the data for any other purpose. Students who wish to opt-out need to contact the Vice Provost for Teaching and Learning at 949 824 3291.”*
- Instructors are encouraged to contact the Division of Teaching Excellence and Innovation and the Academic Integrity Office to discuss privacy-protective alternatives.

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