STUDENT INFORMATION SYSTEMS STATEMENT OF ACCOUNTABILITY

Northeast Mississippi Community College uses Banner® by Ellucian® for our Student Information System. Banner® by Ellucian® includes INB (Internet Native Banner), SSB (Self-Serve Banner), Banner XE, Banner Mobile, and Tigerline. This Statement of Accountability also applies to any system connected to Banner (DegreeWorks, Argos, and Canvas).

- I understand that by accessing any of these systems, I agree to abide by this Statement of Accountability. I also understand that access to these system includes the responsibility for maintaining the privacy of any personal information stored in the system.

- I further understand that I may have access to confidential financial information of students, employees, and the College and that I should protect the confidentiality of that information and that I should use the information for official College business purposes only.

- Computer Services should be notified of any change in personnel that affects a system account.

- All Staff and Faculty users having access to information should review statutory requirements of the Family Educational Rights and Privacy Act (FERPA) and subsequent amendments.

- Departmentally approved student workers are required to adhere to same accountability.

- Users should logoff all systems anytime a computer will be left unattended for an extended period of time. Do not leave a student or faculty record displayed on an unattended computer. This includes when leaving for the day. Computer Services may be unable to install needed updates while users remain logged into the system.

- Workstations should be located so students and visitors cannot see the screen in order to help prevent the unauthorized viewing of records.

- Reports and printouts containing any information that should be confidential should be properly stored and protected. When you no longer have use for reports or printouts, please dispose of them promptly and properly. Student records and reports should be shredded before disposal.

- Any questions concerning access or release of student academic information should be referred to the Registrar's Office. Questions concerning access or release of financial information should be referred to the Business Office.