



The following identifies King University's procedures for protecting the privacy of students enrolled in online and distance education courses.

King University Online Student Policy

King University policies concerning the privacy of student records and all state and federal laws and regulations shall apply with equal force and effect to student records regardless of mode of course delivery.

Access to online courses and live or recorded webcasts shall only be granted via secure password to properly enrolled students and University faculty and staff.

All websites that collect personally identifiable information from online students are secured encrypted websites.

Online students should not *nor will they ever be* asked or required to disclose passwords to their King Portal or other accounts. King University will *never* request online students to provide passwords to verify passwords electronically or verify passwords through other websites. If an online student receives such a request, he/she should *not* respond to it or click on any contained links. In addition, the student should contact the University IT Helpdesk as quickly as possible.

Social security numbers should *not* be transmitted via email. Social security numbers will only be used by King as permitted by law.

Recorded materials involving online students are securely maintained and may only be used or disclosed in accordance with University policies.