



FERPA and Working from Home

Several folks have expressed concerns about being FERPA compliant while working remotely and using their home computer. FERPA compliance involves both non-tech procedures and processes and also technology related concerns. The short answer is:

1. On the non-tech related procedures side: please adapt the procedures for FERPA compliance that you follow in the workplace;
2. On the tech side, if you use MyDesk (mydesk.seattlecolleges.edu), all of the tools within it are FERPA compliant. We urge you to use MyDesk as your primary platform if you have concerns about FERPA.

For those who might like more details:

MyDesk: When you login to MyDesk, all of the software is FERPA compliant. All files are set to automatically save to either an on-campus server or to your OneDrive, Sharepoint or Team spaces (all within Office365). Our IT staff ensure that our campus storage is FERPA protected and are safe spaces for your work related files.

For more MyDesk information, see: <https://itservices.seattlecolleges.edu/office-tools-resources>

Office365: (used directly from your browser or from within MyDesk). All Office365 files are set to automatically save to your OneDrive storage space. This is FERPA protected and a safe space for your work related files.

For more O365 details, see: <https://www.microsoft.com/en-us/trustcenter/Compliance/FERPA>

Printing: If you work exclusively within MyDesk Light version (where you do not download a receiver), you will only see work printers, located at work. Any printing you do will be automatically routed to the work printer you have set. Departments are using a number of methods to avoid printing at home: printing output to pdf files within the print command in software, so that you have an ecopy of the file itself, to share with others; or where absolutely required, sending print jobs to work and arranging for someone to visit at a predetermined time for pickup. If you absolutely must print FERPA protected information at home, you will want to make individual arrangements within your unit to arrange for proper disposal or storage of these files.

If you have specific IT related questions, please contact IT at:

<https://itservices.seattlecolleges.edu/it-help-desk>

