



Policy Name:	Privacy Policy				
Section Number:	4.03.1	Section Title:	Information Technology		
Policy Owner:	Chief Information Officer	Last updated:	February 2023	Reviewed:	September 2023
Status:	Active	Due for Review:	September 2025		

Jones College is committed to maintaining privacy. Below is an explanation of how we gather, use, and protect your information.

Jones Does not Sell Contact Information

While using the Jones College web site, users may choose to submit personal information through email or on-line forms. Jones will use this data to process requests but will not intentionally sell, share, or distribute your personal information to third parties, except as required by law or college policy.

Statistical Logs Kept

The College uses reporting programs to collect data about visitor traffic to the Jones College site. Jones does not attempt to personally identify visitors. Instead, data is collected to analyze in aggregate to determine trends and improve sites. Here are some examples of the types of data routinely collected:

- IP Address of computer
- Operating System
- Browser type
- Referring web page
- Date, time & duration of visit

Cookies Used to Preserve Data

Some Jones sites require the use of cookies (bits of data passed by a browser to the Jones site). For instance, the myJones portal uses cookies (active only during your session) to temporarily remember password and menu settings. (Students are required to use myJones to access JC email accounts. Checking their email is required.) This tool is provided for your convenience. If users prefer not to receive

cookies, users can turn them off in their browser or set their browser to ask before accepting new cookies.

Security Programs Running

Jones has put in place appropriate physical, electronic, and managerial procedures to safeguard and help prevent unauthorized access, to assist in maintaining data security, and to assist in correctly using the information collected online. Jones does not intentionally release personal information gleaned from these programs to others, except as required by law.

Security Precautions You Should Take

Although Jones makes every effort to secure college networks, the College cannot guarantee privacy of online communications. Use discretion in providing information in online classes, chat rooms, or other open forums on the Web. If using myJones or Canvas to access personal records, be sure to "lock up" when leaving by signing off/logging off the site AND close the browser. Otherwise, the next person to use the computer may see private or personal information.

Passwords

When accounts are set up on Jones systems, an initial password will be created for the user. These are often in a standardized format using parts of their name and student ID number. Passwords can't be changed in other Jones systems, for example Canvas. Users are urged to immediately change the password to something unique and secure but easy to remember. Do not post it where others may access it.

Alternate Ways to Submit Information

Users have a choice about whether to provide personal information online. For other options, contact IT and learn how to provide information by phone, mail, fax or in person.

Other Sites Have Different Policies

The Jones College site contains links to other independently managed sites. Some may use information for purposes other than those stated above; be sure to read their separate privacy statements. Jones sites also contain links to sites outside the college; these sites may have their own privacy statement - or none at all. Exercise caution when providing personal data to any site. Check their policies and contact them with questions.

Protecting Children's Privacy

Jones encourages parents to explore the website with their children. If Jones learns that a child under age 13 has provided personally identifiable information to the college sites, IT promptly removes this from our files. For more on children's privacy rights, read about the Children's Online Privacy Protection Act at the FTC's website.

Family Educational Rights and Privacy Act of 1974 (FERPA)

Jones College declares all of its students independent unless notified otherwise by the student during registration in the Office of Student Affairs. Proper forms must be obtained, completed and returned to Student Affairs no later than five (5) calendar days after the completion of registration. Parents will not be consulted on grades, discipline and absentee matters of independent students. Certain personal and academic information may be shared with faculty advisors of campus organizations which require minimum scholastic averages for membership, and to organizations and/or societies awarding financial assistance (grants, scholarships, and loans). Such information may include name, address, and dates of attendance, major field of study, and the type of degree granted, and the date conferred. The college will comply with all lawful requests for information from law enforcement and the courts.

Jones College will not release to any third party, the educational record of students without their written consent other than the following exceptions:

- School officials, including teachers, have legitimate educational interest.
- Officials of other schools after a student has transferred.
- State or federal officials for audit purposes or for reporting information required by state statute.
- Financial aid officials in connection with a student's application for aid.
- Educational agencies for developing, validating, and administering predictive tests if such information will not permit identification of individual students.
- Accreditation organizations in order to carry out their functions
- Appropriate people who need information to protect the health or safety of students.
- Jones will maintain a record of individuals having access to the educational records of each student. With the exception of a category above, this record will contain the signature, the date, and the reason for needing access.

Inquiries to the above may be directed to the Vice President of Student Affairs.

The purpose of this notification is to inform eligible students of Jones College about the College's policy concerning the privacy rights of students under the

stated Act. Specifically the notification (1) informs students of their rights under the Act, (2) defines Directory Information and the conditions for its release.

Subject to limitations specified in the Act, eligible students are assured the following rights pertaining to their educational records:

Name, home and local address, phone number, date and place of birth and email address.

Classification (Fr., Soph., etc.), major field of study, schedule, class roster, religious preference as indicated, dates of attendance, full or part-time student, full or part-time employment, awards, degrees and honors and dates granted, photographic images, and previous schools attended.

Participation in College and /or civic sponsored activities and sports and vital statistics recorded for participants in such activities, such as height and weight.

The following information about eligible students will be treated as Directory Information:

Name, home and local address, and phone number.

Classification (Fr., Soph., etc.), major field of study, dates of attendance, full or part-time student, full or part-time employment, awards, degrees and honors and dates granted, photographic images, and previous schools attended.

Participation in College and /or civic sponsored activities and sports and vital statistics recorded for participants in such activities, such as height and weight.

Directory Information is treated as general information and will be released upon request unless a written request that it not be released is received by the Admissions and Records Office, 900 S. Court Street, Ellisville, MS 39437, within thirty (30) days from the beginning of any period of registration.

Everything Subject to Change

College policies are subject to change. We encourage you to check back for updates from time to time. If you have additional questions about this privacy statement or any Jones policy or publication, we invite you to contact the Marketing and Public Relations Department at (601) 477-4082.

JONES COLLEGE STATEMENT OF NON-DISCRIMINATION

Jones County Junior College does not discriminate on the basis of race, color, national origin, age, sex, or disability in its programs, activities, or employment practices. The following persons have been designated to handle inquiries and grievances regarding the non-discrimination policies: (ADA/ Section 504) Sarah Jones, Director of Counseling & ADA Coordinator, Student Affairs, phone 601-477-4070; email ADACoordinator@jcc.edu and (Title IX) Dr. Brittany Barron, Title IX Coordinator, Hutcheson Hubbard Administration Building, phone 601-477-4127; email brittany.weatherford@jcc.edu. Jones County Junior College, 900 South Court Street, Ellisville, MS 39437.