

## **Policies: Online Programs**

### **Privacy Policy**

Stevens Institute of Technology is committed to respecting your privacy. You can visit official Stevens web sites without revealing any personal information. Should you choose to provide us with any personal information, you can be assured that it will only be used by Stevens Institute of Technology to conduct official business and personal information will never be disseminated to any unaffiliated third party.

### **Information Gathering**

We use IP addresses (the Internet address of your computer) to help diagnose problems with our servers and to administer our Web site. For instance, we run statistical software to identify which parts of our web site are most heavily used and which portion of our audience comes from within the Stevens network. But, we do not link IP addresses to anything personally identifiable.

Like many other Web sites, portions of Stevens Institute of Technology's web site may use cookies. This is typically done to recognize you and your access privileges on Stevens' web sites. For instance, using cookies prevents the user from needing to constantly reenter a password on every page of Campus Pipeline. These cookies get stored on your computer and never contain personal data, and cannot be accessed remotely by anybody other than Stevens.

### **Use of Information**

While aggregate statistical reports may be generated based on web usage, no personally identifiable information will ever be disseminated to any unaffiliated third party. Any personally identifiable information that is collected is for the purposes of official Stevens business only.

### **Security**

All official Stevens web servers have appropriate physical, electronic, and managerial procedures in place to safeguard and secure all information we collect online. Furthermore, we use encryption when collecting or transferring sensitive data such as credit card information.

### **Third Party Sites**

Stevens web sites may link to external sites outside of the Stevens domain as a convenience to you. If you use these links, you will leave the Stevens site. Stevens Institute of Technology is not responsible for the privacy practices or the content of such web sites, and does not make any representations about them.

### **Current Students**

Stevens is committed to strictly observing the provisions of the Family Education Rights and Privacy Act (FERPA). Your rights under the provisions of the FERPA legislation include:

- the right to inspect and review your records maintained by Stevens.
- the right to request that Stevens correct records which you believe to be inaccurate.

Other than in law enforcement, audit, accreditation, financial aid, transfer credit, and related matters, Stevens cannot release any information from your record without written permission.

For more information about FERPA, visit the Department of Education web site ([www.ed.gov/policy/gen/guid/fpco/ferpa](http://www.ed.gov/policy/gen/guid/fpco/ferpa))

### **Copyright**

Unless otherwise noted, all contents of Stevens web sites are copyright Stevens Institute of Technology. All rights reserved.

### **Equal Opportunity/Affirmative Action**

Stevens Institute of Technology is committed to a policy of equal treatment and opportunity in every aspect of its relations with its faculty, students, and staff members, without regard to age, citizenship status, color, disability, marital or parental status, national origin, race, religion, sex or sexual orientation.

### **Best Practices for Online Learning**

Stevens Institute of Technology is committed to high standards and best practices for teaching and managing online graduate and master's courses. Whether you are instructing online for the first time or a seasoned online Professor, the Best Practices Document gives you best practice recommendations, including how to integrate the Stevens Institute of Technology Web conferencing tool into your online classroom.