

**Subject:** Recommended Policy on the Integrity of Course Web Spaces  
in the University Learning-Management System

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The University Senate proposes and endorses the policy statement below regarding the integrity of course Web spaces, and associated meta-data, in Canvas, or any learning-management system (LMS) adopted by the University.

### **Policy on Integrity of Course Web Spaces in the University LMS**

No one shall access or alter the Web space for any course on the University LMS, unless authorized by the course instructors, with the exception of the circumstances listed below. Moreover, the disaggregated meta-data associated with course Web spaces shall not be accessed in a manner identifiable with a specific instructor, course or enrolled student, without the authorization of the relevant instructors.

The restrictions above are subject to the exceptions specifically listed below:

1. backup and restoration of data, as well as system administration tasks, undertaken by system administrators;
2. a warrant, subpoena, National Security Letter or other such government order that the University Administration has determined to be legally executed and compels a response;
3. global changes due to updates of the LMS installation.

Notwithstanding the above, students registered for a course will, in general, be added automatically (in a student role) to the Web space for that course. Should a student subsequently withdraw or be dis-enrolled from a course, all data in the course Web space relating to the student and his or her activity in the course shall be retained *in situ*, except as subsequently modified by the responsible instructor of the course, or those authorized by the instructor to modify the course data. Moreover, some Web space settings (for example, the initial date of student access to a course Web space) may have pre-set global default values that can be re-set by individual instructors for their own course Web spaces.

### **“Plain Language” Addendum**

The purpose of the proposed policy is to provide for the same integrity on the University LMS as is found in communications and records associated with the traditional means of instruction. The need for the policy follows from the ease of access and modification that is characteristic of electronic records stored in centralized databases, which stands in contrast to the data and data-access integrity appropriate for instruction in the Academy. While a similar policy may be appropriate for the Web spaces of organizations (“community” in Canvas), this policy is concerned only with Web spaces for courses.