



POLICY NAME	Canvas Governance Policy	POLICY NO.	AA307
APPROVING BODY	President/Cabinet	VERSION NO.	01
RESPONSIBLE DEPARTMENT	Academic Affairs – Academic Technology Services		
EFFECTIVE DATE	01-JUL-2024	REVIEW/REVISION DATE	12-SEP-2024

PURPOSE:

To establish a policy that identifies the roles and responsibilities of Canvas Administrators as well as establishing procedures for requesting and revoking Canvas Administrators access.

POLICY:

The WNMU Canvas Governance Policy outlines the roles and responsibilities of Canvas administrators at WNMU, as well as the procedures for requesting and revoking Canvas administrator access.

According to the policy:

- Canvas administrators must be appointed by the appropriate Vice President, Provost, or designated representative.
- Canvas administrators are responsible for ensuring the integrity and security of the Learning Management System (LMS), maintaining the confidentiality of student and faculty data, and complying with all applicable laws, regulations, and university policies.
- Canvas administrators must complete all required training and adhere to all applicable security protocols.
- Requests for Canvas administrator access must be submitted in writing and must include a justification for the requested access.
- Requests for Canvas administrator access must be approved by the appropriate Vice President, Provost, or designated representative.
- Canvas administrators must adhere to a principle of inobtrusive access when accessing courses within the LMS. This policy aims to protect the privacy, integrity, and trust of instructors and learners, ensuring that LMS administrators only access course materials and data when necessary and in a manner that respects the rights and confidentiality of all users.
- The ability to access Family Educational Rights and Privacy Act (FERPA) protected documents within Canvas does not constitute a legal right to access them. This policy aims to emphasize that while certain individuals may have the technical capability to access FERPA protected documents, their access is contingent upon their legitimate educational interest and adherence to FERPA regulations.

- Canvas administrator access may be revoked at any time for any reason, including for non-compliance with the policy or for misuse of the LMS.

If you require further information contact the WNMU Canvas Support team for assistance.