



Regulatory Compliance for Educational Institutions

Because educational organizations have become highly regulated, they have been forced to not only be aware of regulations but also to be in full compliance with them. Compliance with these regulations will help your organization to avoid fines, sanctions, and other penalties. Compliance can also protect your students, teachers, and professors from the risks involved with email and social media misuse.

“The process of restoring mail from the archive in Retain is much more efficient and easy. It is a reliable system that users are starting to trust and therefore not maintaining old mail in their mailboxes.”

JOHN CARLTON

Network Administrator
Pflugerville Independent School District

Educational institutions need to ensure compliance with electronic communication regulations and guidelines to help ensure that students, teachers, and other school personnel are protected from the risks associated with email and social media misuse. These risks include cyber-bullying, harassment, violence, and other potentially harmful situations.

Archiving Regulations for Educational Organizations:

- **Family Education Rights and Privacy Act (FERPA):** This federal law gives students and parents the right to inspect and review the student's education record and can apply to messaging data in the form of email and messaging.
- **The Protection of Pupil Rights Amendment (PPRA):** This federal law protects the rights of minor students with regard to surveys that ask questions of a personal nature. It requires that schools obtain consent from parents before the students are required to participate in any US Department of Education-funded survey and any analysis or evaluation that reveals personal information. This can apply to messaging when a survey is

conducted by electronic communication. Schools need to show that personal information was not shared or safeguarded if shared.

- **5 U.S.C. § 552, As Amended by Public Law No. 104-231, 110 Stat. 3048 (The Freedom of Information Act):** Government agencies such as public schools, colleges, and universities shall make available copies of all records, regardless of form or format. Unlike other regulations, the law doesn't specify how long organizations must retain their email messages. But an agency's IT department must adhere to the information request within 10 days of its receipt.
- Many states have “Sunshine Laws” or Freedom of Information Laws, in addition to the Federal laws.

In addition to these regulations, it is important that schools prevent cyber-bullying, harassment, violence, and other harmful situations with these features:

- Keyword scanning to monitor email and block or flag harmful content.
- Social media monitoring and archiving.

The Micro Focus Solution: Unified Archiving and Secure Gateway

Micro Focus® Retain™ Unified Archiving provides multi-platform unified archiving of email, social media, and mobile communication. Retain includes built-in eDiscovery and publishing for organizations looking to reduce costs, manage complexity, and mitigate risk, on-premises or in the cloud.

The Micro Focus Secure Gateway provides signature-based, zero-hour antivirus and anti-spam protection on-premises or in the cloud. This solution uses the latest technology to ensure that your messaging system and network are free of viruses, malware, and spam. It scans for keywords in email to block, flag, and alert you of harmful content. Additionally, it monitors network traffic to prevent pornographic images and protects against cybercrime and DDoS attacks.

How Does Retain Address Regulatory Concerns within Education?

Multi-Platform Unified Archiving: All email, social media, and mobile data, is archived into one unified data archive. This gives you the ability to search, publish, and perform eDiscovery from one central location.

Flexible Archive Access: The Retain Archive can be browsed and searched directly from multiple access points, including: the end-user email client, the Retain mobile app, the browser-based web access client, and the Offline Archive Viewer. Plus, archived data can be exported to a portable stand-alone archive viewer.

Policy-Based Unified Archiving: Retain provides fully configurable policies that allow you to define the specific email, mobile, and social media communication data you want to archive. These policies allow you to define what is archived based on mailbox type, message source, item type, message status, the age of the message, and attachments.

Social Media Archiving and Oversight: Retain Social archives and monitors Facebook, Twitter, LinkedIn, Instagram, Flickr, Pinterest, Google+, and YouTube and Vimeo videos and comments.

eDiscovery Regulatory Search: Authorized users can perform eDiscovery and can complete regulatory tasks such as place litigation holds, print, forward, save, redact, and export with the built-in tools.

Complete Export Functionality: Export the data easily into either PST, PDF, or stand-alone archive viewer formats. The exported file is fully indexed, searchable, and includes a table of contents for quick browsing.

Redaction Control: Exported data can be redacted, ensuring that personal information, or other redacted items do not become part of the open records request.

Litigation Hold: To protect email that may potentially be involved in future litigation, Retain can flag an archived item to protect it from deletion or actions until the hold is removed.

Audit Trail: Retain creates a searchable audit trail of all administrators and users who have permission to search the archive, enabling you to have a record of all activity.

Message Tagging: Administrators and end users can create custom tags for messages within the archive. Auditors, administrators, and other authorized users can mark archived messages as confidential. These marked messages can only be viewed or searched by users with granted rights.

Configurable Permissions: Use the Access Control list to grant users, administrators, or others access to the features and functionality of the Retain system, based on the roles you set.

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