

**Bergen Community College
Board of Trustees
Section (IT)**

Policy # IT 001-001.2019

Effective Date: April 3, 2019

Responsible Official:
Chief Information Officer

Google Drive Usage Policy

Reason for Policy

To outline set of usage guidelines that ensure Bergen Community College’s compliance with various Federal & State information security policies.

Entities Affected by this Policy

College personnel

Policy Statement

Bergen Community College has entered into a contractual agreement with Google, Inc. for their Google Apps for Education suite of products, including Google Calendar, Google Drive, Google Docs and Google Mail. As such, the Google Drive service is available to all faculty, staff, and students to provide additional file sharing and document collaboration capabilities that complement the existing departmental file shares. One of the main advantages of Google Drive/Docs is the ability to share and collaborate on documents with multiple entities. Documents, if needed can also shared with external parties who would not normally have access to the BCC file share.

Due to the more public nature of Google Drive/Docs and the ability to grant document access to non- BCC persons, the Information Technology Services Division has developed a set of usage guidelines for Google Drive/Docs that are intended to reduce the potential exposure of materials that might fall under various State and/or Federal document handling policies. **All users of Google Drive/Docs provided under Bergen Community College’s Google Apps for Education Agreement are expected to read, understand, and adhere to this guideline as well as all other relevant college computing policies as a condition of use.**

Storage and/or sharing of Private information

The Google Drive service is intended to provide faculty and staff with a means to share documents and data among other authorized College faculty and staff and authorized third parties who have a legitimate educational or business interest in them. At no time should materials containing Private information be stored on or shared via Google Drive. The College's Data Classification and Handling policy should be considered the definitive source for the definition of Private information. Some examples of Private information that should not be stored on Google Drive/Docs include, but are not limited to:

- Health Information, including Protected Health Information (PHI) and any data covered under the Health Insurance Portability and Accountability Act (HIPAA)
- Any data covered under the Family Educational Rights and Privacy Act (FERPA)
- Social Security numbers
- Credit card account number, or debit card number and any required security code, access code, or password that would permit access to an individual's financial account (e.g. other Cardholder data).
- Personal financial information, including checking or investment account numbers
- Driver's License numbers
- Health Insurance Policy ID Numbers
- Unlisted telephone numbers
- Student directory information that a student has requested not to be disclosed
- BCC IDs/Username combined with passwords and/or birth dates

The Data Classification and Handling Policy along with other relevant IT policies are available at the following URL:

Support Agreement

Support for the Google Drive/Docs service is being offered through the IT Service Desk and will include basic end-user documentation and troubleshooting assistance. When using this service, users will be expected to leverage the online help functions of Google Drive/Docs wherever possible. For online help documentation please see the following web page:

<https://support.google.com/drive/?hl=en%23topic=14940#topic=14940>

In addition, Information Technology can make no guarantees of the stability or availability of the Google Drive service beyond the Terms of Service that are provided by Google as part of their Apps for Education offering. Please see the following web page for additional detail:

http://www.google.com/apps/intl/en/terms/user_terms.html

Related Documents/Policies
