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Responsible University Office:
Information Technology Services

Responsible University Administrator:
Chief Information Officer

Policy Contact:
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Cloud Storage Policy

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Scope

The policy applies to all employees, temporary employees, students, contractors, and consultants.

Policy Statement

Cloud-based storage is not an acceptable storage place for research subject to export controls, human subject research containing personally identifiable information, social security numbers, credit card numbers, bank account numbers, driver's license numbers, non-directory student information, or any electronic protected health information as defined by HIPAA.

Individuals using cloud-based storage are required to protect the privacy and confidentiality of student, patient, employee and other educational institutional information as defined by FERPA.

Individuals using cloud-based storage must comply with all other relevant University policies as well as State and Federal Laws. Examples include copyright law, available at <http://copyright.gov/help/faq>. Users should regularly review security and sharing settings, insuring that information is only shared with intended individuals. All devices with access to cloud-based storage must be password protected.

Accepting any account and/or using the University of Nebraska's information systems shall constitute an agreement on behalf of the user or other individual accessing such information systems to abide and be bound by the provisions of this Policy. The University may restrict or prohibit the use of its information systems in response to complaints presenting evidence of violations of University policies or state or federal laws. When it has been determined that there has been a violation, the University may restrict or prohibit access by an offending party to its information systems through University-owned or other computers, remove or limit access to material posted on University-owned computers or networks, and, if warranted, institute other disciplinary action.

This policy is enforced by the Information Technology Services Security Team in coordination with Human Resources (staff) and/or Academic Affairs (Faculty). Failure to comply with this policy may result in disciplinary actions.

Reason for Policy

Cloud-based storage, including Microsoft's One Drive, Google Docs, Dropbox, Amazon CloudDrive, Box, and iCloud, is suitable for use with personal files and University information that is not classified as sensitive or restricted. .

Definitions

Employee refers to faculty, staff, students, independent contractors and other persons whose conduct in the performance of work at UNK is under the direct control of UNK, whether or not they are paid by UNK.

FERPA is the Family Educational Rights and Privacy Act. This is federal law protecting the privacy of student education records and applies to any school that receives funds under an application program of the U.S. Department of Education.

HIPAA is the Health Insurance Portability and Accountability Act of 1996. It requires privacy and security for individually identifiable health information.

Network is defined to be all UNK owned or managed internal infrastructure for converged services, including but not limited to, data, video and voice, to facilitate resource sharing and communication.

Additional Contacts

Subject	Contact	Phone	Email
FERPA	Kim Schipporeit		schipporeitk@unk.edu

This section may be modified to include responsibilities if necessary. This section is optional.

Related Information

[Guidelines for the Use of Information Technology Resources at the University of Nebraska at Kearney](#)

[Responsible Use of University Computers and Information Systems \(Executive Memorandum No. 16\)](#)

History

Reviewed and reformatted – February, 2016

Updated November, 2017 – Responsible University Administrator changed from
Assistant Vice Chancellor-IT to Chief Information Officer