

CLLOUD STORAGE GUIDELINES

To more efficiently and cost-effectively manage the Technology Resources of the Bethlehem Central School District (the District), the District has contracted with cloud storage providers to provide remote data hosting services. These Cloud Storage Guidelines set forth the District's guidelines for use of cloud storage.

I. Cloud Storage Providers

- a. The following Cloud Storage Providers are authorized for use:
 - i. DropBox Business (paid business version only);
 - ii. Google Apps for Education (GAFE); and
 - iii. Google Classroom.
- b. No other Cloud Storage Provider or solution may be used without permission of the District's director of Technology (DOT).¹

II. Official District Accounts

- a. Staff members will be provided, and must use, only official District accounts for the District's approved Cloud Storage Providers. The DOT will provide staff members with training on use of cloud storage solutions. Staff members must remember to sign out of official accounts when those accounts are not in use.
- b. We understand that staff members may have their own private accounts with cloud storage providers, such as Dropbox, that they use for personal purposes. Private accounts cannot be used for transferring any District Data. In addition, personal information (data) should not be transferred to or from a District-owned or leased device for any reason.

Locations for Specific Data

- a. Highly confidential data should be stored only on District servers (M: drives and departmental drives/folders), including HIPAA transactional data (with the exception of Health Office Anywhere) and financial data.
- b. Information that is not highly confidential, including personally identifiable information (PII), may be stored in GAFE or Google Classroom.
- c. External storage drives (including thumb and jump drives) are not permitted for storage of any HIPAA data, financial data, PII, student records, or staff records.

Adoption date: August 9, 2017

Revised date: March 20, 2019

¹ Aspen data are hosted on District servers and these are not considered a cloud service provider.