

**Clarendon College**  
**Information Technology Services (CLARENDON COLLEGE-IT)**  
**Cloud Computing Policy**

Cloud computing offers several advantages, including low costs, high performance, and quick delivery of services. However, without adequate controls, this service also exposes employees and the college to many online threats, such as data loss or theft and unauthorized access to college networks.

**PURPOSE:**

This cloud computing policy ensures that cloud services are NOT used without the Vice President of Information Technology (IT) knowledge and approval. Because of the possible threats, it is imperative that employees NOT open cloud services accounts or enter into cloud service contracts for the storage, manipulation, or exchange of college-related communications or college-owned data without the Vice President of IT's input. This is necessary to protect the integrity and confidentiality of Clarendon College data and the security of the college's network.

Clarendon College's IT department remains committed to enabling employees to do their jobs as efficiently as possible through technology and providing a platform for student learning and achievement. The following guidelines are intended to establish a process whereby college employees can use cloud services without jeopardizing college data and computing resources.

**SCOPE:**

This policy applies to all employees in all departments of Clarendon College, with no exceptions.

This policy pertains to all external cloud services, e.g., cloud-based email, document storage, Software-as-a-Service (SaaS), Infrastructure-as-a-Service (IaaS), Platform-as-a-Service (PaaS), etc. Personal accounts not used to conduct college business are excluded.

If you are not sure whether a service is cloud-based or not, please get in touch with the IT department.

**POLICY:**

1. The Vice President of IT must formally authorize using cloud computing services for work purposes. The Vice President of IT will certify that the cloud-computing vendor will adequately address security, privacy, and all other IT management requirements.
2. For any cloud services that require users to agree to terms of service, such agreements must be reviewed and approved by the Vice President of IT.
3. Such services must comply with the college's existing [Acceptable Use Policy](#)/[Privacy Policy](#)/[BYOD Policy](#).

4. All cloud-computing services must be pre-approved before usage. Pre-approval can be done via email to the Vice President of IT. The email request should mention why the service is needed, how the service will be used, the web URL, and the administrative login used for the service, following the college's [Acceptable Use Policy](#).
5. Employees must not share login credentials with co-workers. The IT department will keep a confidential document containing account information for business continuity purposes.
6. Such services must comply with all laws and regulations governing handling personally identifiable information, college financial data, or any other data owned or collected by Clarendon College.
7. The Vice President of IT decides what data may or may not be stored in the Cloud.
8. Personal cloud services accounts may not be used to store, manipulate, or exchange college-related communications or college-owned data.

**PRE-APPROVED CLOUD COMPUTING SERVICES:**

Vendor	URL
Office 365	<a href="https://www.office.com/">https://www.office.com/</a>
OpenLMS	<a href="https://cctx.mrooms.net/login/index.php">https://cctx.mrooms.net/login/index.php</a>
LoudCloud	<a href="https://bned.loudcloudsystems.com/learningPlatform/user/login.lc">https://bned.loudcloudsystems.com/learningPlatform/user/login.lc</a>
MathXL	<a href="https://www.pearsonmylabandmastering.com/northamerica/mathxl/">https://www.pearsonmylabandmastering.com/northamerica/mathxl/</a>
Pearson VUE	<a href="https://navigator.pearsonvue.com/Navigator/authenticate/login">https://navigator.pearsonvue.com/Navigator/authenticate/login</a>
Yuja	<a href="https://clarendoncollege.yuja.com/">https://clarendoncollege.yuja.com/</a>
Global Learning Systems	<a href="https://clarendoncollege.glsondemand.com/login?ReturnUrl=%2f">https://clarendoncollege.glsondemand.com/login?ReturnUrl=%2f</a>
Zoom	<a href="https://www.zoom.us/">https://www.zoom.us/</a>
Cengage	<a href="https://login.cengagebrain.com/cb/">https://login.cengagebrain.com/cb/</a>
Cengage Dashboard	<a href="https://www.cengage.com/dashboard/#/login">https://www.cengage.com/dashboard/#/login</a>
APPS	<a href="https://www.eselfserve.com/login_ess.php">https://www.eselfserve.com/login_ess.php</a>
Device Magic	<a href="https://www.devicemagic.com/users/login">https://www.devicemagic.com/users/login</a>
Evolve	<a href="https://evolve.elsevier.com/cs/">https://evolve.elsevier.com/cs/</a>
HESI	<a href="https://hesiinet.elsevier.com/">https://hesiinet.elsevier.com/</a>
ATI	<a href="https://www.atitesting.com/">https://www.atitesting.com/</a>
Khan Academy	<a href="https://www.khanacademy.org/">https://www.khanacademy.org/</a>
Shopify	<a href="https://www.shopify.com/">https://www.shopify.com/</a>
Hawkes Learning	<a href="http://www.hawkeslearning.com/">http://www.hawkeslearning.com/</a>
Brainfuse	<a href="http://home.brainfuse.com/">http://home.brainfuse.com/</a>
Harrington Library	<a href="https://hrlc.ent.sirsi.net/client/en_US/ccl/">https://hrlc.ent.sirsi.net/client/en_US/ccl/</a>
Yodeck	<a href="https://app.yodeck.com">https://app.yodeck.com</a>
PrestoSports	<a href="http://prestosports.com/landing/index">http://prestosports.com/landing/index</a>

Cloudcard	<a href="https://app.onlinephotosubmission.com/#/admin">https://app.onlinephotosubmission.com/#/admin</a>
Openstax	<a href="https://openstax.org/">https://openstax.org/</a>
SaplingLearning	<a href="https://openstax.org/">https://openstax.org/</a>
Tawk.to	<a href="https://dashboard.tawk.to/#/dashboard">https://dashboard.tawk.to/#/dashboard</a>
GFCGlobal	<a href="https://edu.gcfglobal.org/en/">https://edu.gcfglobal.org/en/</a>
Turnitin	<a href="https://www.turnitin.com/">https://www.turnitin.com/</a>
ATLO	<a href="https://txclarendon.corrlms.com/">https://txclarendon.corrlms.com/</a>
Keeper	<a href="https://keepersecurity.com/vault/#">https://keepersecurity.com/vault/#</a>

The college's IT department handles account management for the above services. Don't hesitate to contact IT to request an account for the above services.

#### **DEFINITIONS:**

**Clarendon College IT:** the department or any company working on behalf of the Clarendon College IT Department responsible for maintaining and supervising the Clarendon College IT infrastructure.

**Cloud Service:** any service made available to users on demand via the Internet from a cloud computing provider's server instead of being provided from the college's on-premises servers.

**Software-as-a-Service (SaaS):** a software distribution model in which a third-party provider hosts applications and makes them available to customers over the Internet. SaaS is one of three main categories of cloud computing, alongside infrastructure as a service (IaaS) and platform as a service (PaaS).

**Infrastructure-as-a-Service (IaaS):** online services that provide high-level APIs used to point to various low-level details of underlying network infrastructure like physical computing resources, location, data partitioning, scaling, security, backup, etc. A hypervisor runs the virtual machines as guests, such as Xen, Oracle VirtualBox, Oracle VM, KVM, VMware ESX/ESXi, or Hyper-V, LXD.

**Platform-as-a-Service (PaaS):** a cloud computing offering in which a service provider delivers a platform to clients, enabling them to develop, run, and manage business applications without the need to build and maintain the infrastructure such software development processes typically require.

#### **Related Policies, References and Attachments:**

An index of approved Clarendon College-IT policies can be found on the Clarendon College Information Technology Services Policies website at <https://www.clarendoncollege.edu/information-technology>. The Policy Compliance Document contains reference materials, legal compliance guidelines, and policy enforcement. The Clarendon College Information Security Program and Clarendon College Information Security User Guide are also available on the Information Technology Services Policies website.

The Clarendon College Board of Regents approved this policy on March 27, 2025, version 1.2.  
This policy was reviewed by Will Thompson, Vice President of IT, on July 15, 2023.