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

Cloud computing offers a number of 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 is meant to ensure 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 the use of technology and provide the platform needed 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, 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 contact the IT department.

**POLICY:**
1. The Vice President of IT must formally authorize use of cloud computing services for work purposes. The Vice President of IT will certify that security, privacy and all other IT management requirements will be adequately addressed by the cloud-computing vendor.

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.  The use of such services must comply with the college's existing Acceptable Use Policy/Computer Usage Policy/Internet Usage 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 for the service, and the administrative login used for the service, in accordance with 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.  The use of such services must comply with all laws and regulations governing the handling of 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 for the storage, manipulation or exchange of college-related communications or college-owned data.

**PRE-APPROVED CLOUD COMPUTING SERVICES:**

| Vendor | URL |
|---|---|
| Office 365 | https://www.office.com/ |
| OpenLMS | https://cctx.mrooms.net/login/index.php |
| LoudCloud | https://bned.loudcloudsystems.com/learningPlatform/user/login.lc |
| MathXL | https://www.pearsonmylabandmastering.com/northamerica/mathxl/ |
| Pearson VUE | https://navigator.pearsonvue.com/Navigator/authenticate/login |
| Wistia | https://wistia.com/ |
| Global Learning Systems | https://clarendoncollege.glsondemand.com/login?ReturnUrl=%2f |
| Zoom | https://www.zoom.us/ |
| Cengage | https://login.cengagebrain.com/cb/ |
| Cengage Dashboard | https://www.cengage.com/dashboard/#/login |
| Greenshades | https://www.greenshadesonline.com/SSO/EmployeeApp/#/company/ccbulldogs/login |
| Device Magic | https://www.devicemagic.com/users/login |
| Evolve | https://evolve.elsevier.com/cs/ |
| HESI | https://hesiinet.elsevier.com/ |
| ATI | https://www.atitesting.com/ |
| Khan Academy | https://www.khanacademy.org/ |
| Shopify | https://www.shopify.com/ |

| Hawkes Learning | http://www.hawkeslearning.com/ |
|---|---|
| Brainfuse | http://home.brainfuse.com/ |
| Harrington Library | https://hrlc.ent.sirsi.net/client/en_US/ccl/ |
| Industry Weapon | https://clarendoncollege.channelshd.com/i7:Web,Cisco,CCHD,secureLogin |
| PrestoSports | http://prestosports.com/landing/index |
| Openstax | https://openstax.org/ |
| SaplingLearning | https://openstax.org/ |
| Tawk.to | https://dashboard.tawk.to/#/dashboard |
| GFCGlobal | https://edu.gcfglobal.org/en/ |
| Turnitin | https://www.turnitin.com/ |
| Yuja | https://clarendoncollege.yuja.com/ |

Account management for the above services are handled by the college's IT department.  To request an account for the above services, please contact IT.

**DEFINITIONS:**
**Clarendon College IT:** the department or any company working on behalf of the Clarendon College IT Department that has the responsibility for maintenance and supervision of the Clarendon College IT infrastructure.

**Cloud Service:** any service made available to users on demand via the Internet from a cloud computing provider's servers as opposed to being provided from the college's own 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 various low-level details of underlying network infrastructure like physical computing resources, location, data partitioning, scaling, security, backup etc.  A hypervisor, such as Xen, Oracle VirtualBox, Oracle VM, KVM, VMware ESX/ESXi, or Hyper-V, LXD, runs the virtual machines as guests.

**Platform-as-a-Service (PaaS):** a type of 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. Reference materials, legal compliance guidelines, and policy enforcement are available in the Policy Compliance Document. The Clarendon College Information Security Program and Clarendon College Information Security User Guide are also available on the Information Technology Services Policies website.


This policy was approved by the Clarendon College Board of Regents on July 17, 2023, version1.1.  This policy was reviewed by Will Thompson, Vice President of IT on July 15, 2023.