OneDrive for Business – Faculty/Staff Usage

Scope: SO, CCC, CSU, COSC	**Revision date: 7/19/2017**
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1. Introduction

The Connecticut State Colleges & Universities (CSCU) provides faculty, staff, and students with a suite of Microsoft Office 365 for Education online services to support the educational, research, and administrative services of the CSCU institutions. These services include OneDrive for Business, which is a cloud based storage system that makes it easy to manage your work files, share them, and collaborate with others from any device.

NOTE: The OneDrive for Business service is not the same as the OneDrive service offered by Microsoft to individuals. For information on the differences, visit Microsoft's page, searching for OneDrive for Business.

2. Purpose

This standard describes the strategy and responsibility for using OneDrive for Business.

3. Scope

This standard applies to all faculty & staff at the CSCU institutions and system office.

4. Usage Provisions

The following are the OneDrive for Business usage provisions:

- The usage of OneDrive for Business is subject to all CSCU policies and standards, including the Acceptable Use Policy, the Information Security Policy and the Data Management Standard.

- Regardless of where documents reside, they are still considered state records and must be kept in compliance with State of Connecticut Record Retention Schedules (see Data Management Standard for more details).

- Do not store DCL3 data in OneDrive for Business. Data Loss Prevention software (i.e Identity Finder, Seek-N-Secure, McAfee, etc.) can be used to assist locating DCL3 data located in OneDrive for Business. DCL3 data accessed by unauthorized entities could cause personal or institutional financial loss or constitute a violation of a statute, act, or law (see Data Management Standard for more details).

- Do not store personal files in OneDrive for Business. CSCU provided storage (shared folders, OneDrive for Business, etc.) are meant for work-related (not personal) documents. When you leave CSCU, your Office 365/OneDrive for Business account will be disabled and you will not have access to these files.

- Deleted files are recoverable up to 93 days unless they are deleted from the recycle bin at which time they are immediately not recoverable.
- Any document stored on OneDrive for Business will become inaccessible and unrecoverable 60 days after an employee leaves the institution. For college-to-college employee transfers, documents will become immediately unavailable once the user move takes place. It is the responsibility of the Data Manager/Steward, CIO/IT Director and the institution to determine what data needs to be kept, and then place it in an appropriate place.

- Secure the workstation or device you are using to access OneDrive for Business (i.e. keep software and operating system up-to-date and patched, run anti-virus software, etc.)

- OneDrive for Business allows sharing of files and folders with others. These guidelines must be followed:
  - Anonymous sharing is not allowed.

- Periodically review sharing privileges in OneDrive: Remove individuals when they no longer require access to files or folders. To see who has access to the files and folders you have shared - look at the Sharing column in your list of Files.

5. Exceptions

To request an exception, please submit the Information Security Exception request to SecProg@ct.edu

The requestor and BOR Information Security Program Office will define the approved alternative configuration if different from the original proposal of the requestor.

The exception process is NOT an alternative to the Change Control Management process.

6. Related Publications

Related Policies

- Acceptable Use Policy
- Information Security Policy

Related Standards & Procedures

- Data Management Standard

Web Sites

- Support Services Website

7. Revision History

History of Changes

- 6/15/2017: Original standard
- 7/19/2017: Removed DCL2 restriction from the standard.
- 2/12/2018: Corrected the documented file recovery time for deleted items (from 60 to 93 days) and accounts (from 30 to 60 days)