<u>Acceptable Use Guidelines for OneDrive</u>

Suffolk offers faculty and staff OneDrive for Business file storage and sharing utility. OneDrive for Business allows users to store files in the cloud, sync those files to devices, and edit and share documents with internal and external users.

Guidelines for faculty and staff using OneDrive for Business:

- Files stored in OneDrive are subject to all University Policies including the Acceptable Use Policy (https://wikis.suffolk.edu/display/ITSEC/Acceptable+Use+Policy) and the data classification requirements of the data being stored.

- You are responsible for maintaining the security of the data you have access to, this includes data stored in your Suffolk OneDrive for Business.

- DO NOT SYNC files to a machine or device that is NOT issued, owned and secured by the university.

For more information on Suffolk University data security policies and data classification please visit (https://wikis.suffolk.edu/display/ITSEC/1.0+Written+Information+Security+Program+-+WISP#id-1.0WrittenInformationSecurityProgram-WISP-DataClassification)