

# **SITES USAGE AGREEMENT**

## **INTRODUCTION:**

Sites provides departments, project teams and communities at BGSU the ability to share and collaborate with each other on files from anywhere in the world, on many different types of devices. This web application serves as a central storage and collaboration space for documents, information and ideas.

## **ALL SITES USERS - DATA PROTECTION:**

1. All usage of Sites is to be consistent with all relevant policies of BGSU. <http://www.bgsu.edu/its/it-policies.html>. Additionally, users must be aware of, and comply with, all Federal, State, Local, and other applicable laws, contracts, regulations, and licenses.
2. Sites must not be used to share “restricted” data such as Social Security Numbers, Driver’s License Numbers, Personal Financial Account Information, and Personal Health Information. If this type of data needs to be shared a Department File Share must be created utilizing BGSU approved encryption technology.
3. Users must be sure to only share files with people authorized to view the data.
4. Users must make sure any mobile devices or other personally owned computers that connect to Sites are protected from unauthorized access. This includes ensuring all data is securely wiped from the system when no longer being used.

## **SITES OWNERSHIP:**

1. Sites is available to all active faculty, staff and students. However, students must have a full-time faculty/staff representative serve as Site Owner in order to be granted access to a site for their student group.
2. All Site Owners are required to complete mandatory training prior to site approval.
3. Any team site that is deemed inactive for six months will be removed from BGSU Site inventory. Site Owners will be notified prior to removal to archive any data within the site.