Rowan Acceptable Google Apps Usage

Overview
Rowan University has selected Google Apps for Education to deliver collaboration, email, and calendaring solutions to campus students, faculty, and staff. These new services will provide exciting new ways for our community to collaborate and communicate with others. Like any other electronic resources on campus, these services may be used only in a manner that compiles with campus policies.

Appropriate Data Use
Google Apps may be used only in accordance with the following Rowan University policies that govern general computer use on campus:

- Information Security: Acceptable Use Policy
- Information Security: Information Classification Policy

Accordingly, Google Apps users must comply with the following data use restrictions:

<table>
<thead>
<tr>
<th>Data Categories</th>
<th>Description</th>
<th>Example</th>
<th>Permitted in Google Apps</th>
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</thead>
</table>
| **Confidential** | The most sensitive information, which requires the strongest safeguards to reduce the risk of unauthorized access or loss. | - Login Credentials  
- Credit/Debit Card Number  
- Driver’s License Number  
- Passport Number  
- Patient Health Information  
- Protected Research Data  
- Social Security Number  
- Student Disciplinary or Judicial Action Information  
- University Financial Data | No |
| **Private** | Sensitive information that is restricted to authorized personnel and requires safeguards, but which does not require the same level of safeguards as confidential information. | - Human Resources Data  
- Sensitive Business Information  
- Student Academic Information  
- Student Examination Questions | Yes |
| **Internal** | All other non-public information not included in the Confidential or Private classes. | - Licensed Software  
- Other University-Owned Non-Public Data  
- Banner ID | Yes |
| **Public** | All public information | - General access data, such as that on unauthenticated portions of www.rowan.edu | Yes |

Violations of this Appropriate Data Usage may result in temporary or permanent restriction of access privileges to Google Apps or other measures detailed in the Acceptable Use Policy.