



FDU POLICY ON THE AVAILABILITY AND USE OF GOOGLE APPS

Responsible Office: OIRT
Responsible Official: Neal Sturm

Effective Date: 04/01/2021
Last Revision: N/A

I. OBJECTIVE

Fairleigh Dickinson University (FDU) has adopted and standardized use of the Microsoft Office 365 Suite of products for University business. Some external entities, however, that conduct business with University employees utilize the Google Suite of products. This policy stipulates which Google applications will be made available to faculty and staff (not students) to enable collaboration with these external entities to conduct University business.

II. PURPOSE

Fairleigh Dickinson University (FDU) has adopted and standardized use of the Microsoft Office 365 Suite of products for University business. However, it is recognized that not all entities use Microsoft Office 365 as their platform and, from time to time, FDU faculty and staff may need the ability to collaborate with **external** entities that may be using the Google Suite of products. This policy stipulates which Google applications will be made available to faculty and staff to enable collaboration with these external entities.

- Faculty and staff are reminded that in accordance with the University's WISP policy, WISP protected data must not be stored or transmitted through any service, without the prior written authorization from the University Chief Information Security Officer.
- As stated in the "Policy for Acceptable Use for Email", <https://it.fdu.edu/policy-for-acceptable-use-of-email/>, Google Gmail is not available for use. All University business must be conducted through an FDU email account on Microsoft Office 365.
- Faculty and staff may not use, or attempt to use, Google apps as a method of collaboration with students, faculty or staff. This FDU Policy on the Availability and use of Google Apps is expressly for the use with external entities only.
- This Policy on the Availability and use of Google Apps applies only to use of Google applications by faculty and staff, and not FDU students.
- Microsoft Office 365 is the only FDU supported platform for email and collaboration.
- Google Apps are not supported by FDU IT personnel.

III. SCOPE

This policy applies to all FDU faculty and staff, wherever located throughout the world.

Students will NOT have access to the fdu.edu Google Apps suite of products.

IV. DATA SECURITY COORDINATOR

The University has designated the Chief Information Security Officer, working together with the Data Security Information Response Team (DSIRT) and the USAN Director of Systems, to implement, supervise and maintain this Policy.

V. INTERNAL RISKS

To combat internal risks to the security, confidentiality, and integrity of any electronic, paper or other records, adherence to this Policy and the WISP will be strictly enforced.

VI. EXTERNAL RISKS

To combat external internal risks to the security, confidentiality, and integrity of any electronic, paper or other records, adherence to this policy and the WISP will be strictly enforced.

VII. IN CASE OF QUESTIONS

Questions regarding the availability of Google Apps can be directed to the University Technical Assistance Center ("UTAC") at 973-443-8822. The UTAC is available 24x7.

- *Please note that the UTAC is not able to provide application support on the Google suite of products.*

VIII. OTHER APPLICABLE POLICIES

[Acceptable Use Policy For Computer Usage](https://it.fdu.edu/acceptable-use-policy-for-computer-usage/)

<https://it.fdu.edu/acceptable-use-policy-for-computer-usage/>

[Confidentiality Agreement and Security](https://it.fdu.edu/confidentiality-agreement-and-security-policy/)

<https://it.fdu.edu/confidentiality-agreement-and-security-policy/>

[Written Information Security Policy WISP](https://it.fdu.edu/written-information-security-program/)

<https://it.fdu.edu/written-information-security-program/>

[Policy on Acceptable Use of Email](https://it.fdu.edu/policy-for-acceptable-use-of-email/)

<https://it.fdu.edu/policy-for-acceptable-use-of-email/>

IX. EXCEPTIONS

Requests for exceptions to this Policy should be directed in writing to the Chief Information Security Officer via The University Technical Assistance Center ("UTAC") at 973-443-8822. Only the Chief Information Security Officer, in consultation with the DSIRT and the USAN Director of Systems, may grant such exceptions and will do so only after careful review and in writing.

X. UPDATE LOG

Date	Description	Owner(s)	Comments
February 11, 2021	Review Draft 1.0 Policy	Jim Lebo	Submitted to VP and CIO for review.
February 14, 2021	Review Draft 3.0 Policy	Stuart Alper	Edits to Draft 3.0
February 14, 2021	Review Draft 4.0 Policy	Neal Sturm	Edits to Draft 3 saedits
February 16, 2021	Review Draft 4.0 Ed Silver Comments	Ed Silver	GC Review of Draft 4
February 16, 2021	Review of Draft 4.0 with Ed Silver Comments	Neal Sturm	Finalize Draft 4 to Draft 5

XI. APPENDIX

X1.1 GOOGLE APPS AVAILABLE TO FACULTY AND STAFF

Note: These applications may only be used in collaboration with outside entities who use Google applications as their sole source of collaboration and request the use of any one of these application for official FDU business use. Any other use of these applications by FDU faculty and staff is a violation of this Policy.

Services	Descriptions
Assignments	Assignments brings together the capabilities of Google Docs, Drive and Search into a tool for collecting and grading student work.

Calendar	Google Calendar is a web-based tool for personal scheduling and calendar sharing. It can be accessed through either a Web browser or through a third-party calendar client.
Classroom	Google Classroom enables teachers to create an online classroom area in which they can manage all the documents that their students need.
Drive and Docs	Google Docs is an online word processor that lets you create and format text documents and collaborate with other people in real time. Google Drive on the web lets you store, access, and edit your files anywhere — on the web, on your hard drive, or on the go.
Google Meet	Google Meet enables conversations with photos, emoji, group video calls for free. You can connect across computers, Android and Apple devices.
Google Vault	Vault is an information governance and eDiscovery tool for Google Workspace. With Vault, you can retain, hold, search, and export users' Google Workspace data.
Groups for Business	Google Groups for Business is an extended service available for G Suite users that allows you and other members in your organization to access the main Google Groups interface located at groups.google.com .
Jamboard	Google Jamboard is an online, collaborative whiteboarding application that lets you create, edit, and collaborate with other people in real time. Google Jamboard applications can be accessed on the Web, Android, and iOS.
Keep	Google Keep is a note-taking service included as part of the free, web-based Google Docs Editors suite offered by Google
Tasks	Google Tasks is a simple to-do list—but with lists, subtasks, and mobile notifications, it has the basics you need to stay productive and keep track of the most important things you need to do.
Applied Digital Skills	Applied Digital Skills is a free, flexible video-based curriculum that prepares students for the growing number of jobs that require basic digital skills, such as email and spreadsheets.
Google Ad Manager	Google Ad Manager is an ad exchange platform introduced by Google on June 27, 2018. It combines the features of two former services from Google's DoubleClick subsidiary, DoubleClick for Publishers and DoubleClick Ad Exchange.
Google Ads	Google Ads is Google's online advertising program. Through Google Ads, you can create online ads to reach people exactly when they're interested in the products and services that you offer
Google AdSense	Google AdSense is an advertising program launched by Google in 2003 that allows website publishers to display targeted text, video, or image advertisements on website pages.
Google Alerts	Google Alerts is a tool that allows you to track your chosen keywords and phrases so that you never miss another important conversation.
Google Analytics	Google Analytics generates detailed statistics about a website's traffic and traffic sources and measures conversions and sales

Google Cloud Platform	Google Cloud Platform is a suite of public cloud computing services offered by Google. The platform includes a range of hosted services for compute, storage and application development that run on Google hardware.
Google Cloud Print	Google Cloud Print is a web service offered by Google. Users associate printers with their Google Account.
Google Data Studio	Data Studio is Google's reporting solution for power users who want to go beyond the data and dashboards of Google Analytics.
Google Earth	Google Earth is the most photorealistic, digital version of our planet.
Google My Maps	Google My Maps is your way to keep track of the places that matter to you.
Google Payments	Google Pay (stylized as G Pay; formerly Pay with Google and Android Pay) is a digital wallet platform and online payment system developed by Google to power in-app and tap-to-pay purchases on mobile devices, enabling users to make payments with Android phones, tablets or watches.
Google Play	In Google Play, the app description is split into two fields: Short Description, a limited 80 characters preview field and. the Full Description field, giving you space for an up to 4000 characters long app description.
Google Play Console	Google App Store
Google Search Console	The Search Console lets you, as a webmaster, check on the status of the indexing Google does on your site, helping you to optimize your page visibility in Google search results. Get data, tools and diagnostics for a healthy, Google-friendly site.
Google Takeout	Google Takeout is a service that allows users of Google products, such as YouTube, Gmail, etc., to export their data to a downloadable ZIP file.
Managed Google Play	Managed Google Play Managed Google Play is a version of Google Play that's optimized for enterprises.
Material Gallery	Material Gallery is a collaborative tool for uploading design work, getting feedback, and tracking revisions – quickly and efficiently.
Partner Dash	Partner Dash is a service that hosts several applications used by Google's partners to manage their relationships with us. Some of these applications are invite-only, while others are publicly available to anyone logged in with a Google Account.
Scholar Profiles	The Google Scholar Profile search pane in Publish or Perish allows you to look up a Google Scholar profile and analyze the associated publication metrics.
Search And Assistant	Google Assistant is Google's artificial intelligence-powered voice assistant, which grew out of Google Now.