



Title 662-1_OC_Microsoft_OneDrive_Policy	Policy ID: 662-1	
	Version: 1.0	Date: 2019/02/19

1. Purpose

- 1.1. This policy defines the use of Microsoft OneDrive for backing up devices at the Office of the Chancellor.

2. Scope

- 2.1. This policy applies to Office of the Chancellor staff and their use of the Microsoft OneDrive product.

3. Policy

- 3.1. Staff utilizing Microsoft OneDrive in any capacity agree to:
 - 3.1.1. Follow the Information VSCS Sensitivity Policy (627-1_VSCS_Information_Sensitivity_Policy) for all data stored on Microsoft OneDrive.
 - 3.1.2. Follow VSCS document retention guidelines whenever possible, including periodic auditing of documents in Microsoft OneDrive.
 - 3.1.3. Subject their shared documents to DLP filters similar to those in place for email.
 - 3.1.4. Never sync their Microsoft OneDrive to a non-OC managed computer.
 - 3.1.5. Never save their Office365 Credentials to any computer, especially those not managed by the OC.
- 3.2. Microsoft OneDrive as a Backup tool
 - 3.2.1. Staff at the Office of the Chancellor may use Microsoft OneDrive to back up their important documents when outside the VSC Network.
- 3.3. Microsoft OneDrive as a document sharing and collaboration tool
 - 3.3.1. Staff should follow the principle of least privilege, only giving access to those who need it for a legitimate purpose.
 - 3.3.2. Staff utilizing Microsoft OneDrive to share documents will:
 - 3.3.2.1. Share files with specific individuals, never with “everyone” or the “public”.
 - 3.3.2.2. Be careful sending links to shared folders because they can often be forwarded to others who you did not provide access to.
 - 3.3.2.3. Remember that once a file is shared with someone and they download it to their device, they can share it with others.
 - 3.3.2.4. Remove individuals when they no longer require access to files or folders.

4. References

4.1. [627-1 VSCS Information Sensitivity Policy](#)

5. Definitions

5.1. VSC – Vermont State Colleges

5.2. OC – Office of the Chancellor

6. Revisions

Date	Revision	Approval	Signature
2019/02/19	Initial Draft		
2019/02/21	Signed Draft	Kevin Conroy	Kevin Conroy