Kaltura, Google for Education (G-Suite), Microsoft Office 365, SAS, and any other Suites used by VirtualSC.

All files and communications are subject to review by administrative staff, the use of these services are for class-related projects, assignments, and other VirtualSC activities. As such, users should avoid use for non-VirtualSC related purposes; as a VirtualSC-monitored service there should be no expectation of privacy. All users must protect their login and password information. If users suspect that a password has been compromised, they must notify VirtualSC's IT-Coordinator immediately. Access to these materials can and may also be subject to FOIA requests.

Agency Policy states the following:

Agency computers must only be used for authorized agency purposes (Policy 302.E.2.a), and agency information must only be used for business purposes specifically allowed by your management.(302.E.3.f.) Another concern about these online storage services is security, agency policy 302 states sensitive data should be stored on the network or in encrypted files/folders. This includes personally identifiable information (PII) (defined in agency policy 306). Educational records and information protected by FERPA must be maintained in a secure environment (policy 307).

Confidential agency information and PII may never be placed on online storage services. Doing so puts the agency at risk of a FERPA violation and loss of protection for confidential information. If you need assistance with using the secure agency file transfer systems, please contact the CIO Help Desk.

Agency computers, network, internet, and other systems operated by OVE may not be used to upload your personal information or pictures to online storage. If you are uploading agency information to these online storage services, you should verify that this action is specifically allowed by your supervisor. Please note that these online storage services are not backed up by the agency, if at all. Therefore, if you are maintaining valuable agency information on an online storage service, the agency is at risk of losing that information.

VirtualSC retains ownership of all materials and may change access permissions of any and/or all files when deemed appropriate by the administrative staff.

Access to Google Drive personal accounts inside of Moodle is provided for ease of access to your files such that you may access and then upload the needed files to your Moodle account.

Please also be aware that files uploaded to personal accounts, including email, may also be subject to FOIA requests and review if it is determined they have been used for agency activities. Personal Accounts also cannot be backed up nor can the passwords be overridden if forgotten. The files would then be inaccessible for all OVE activities.

Boils down to do not use VirtualSC services for personal use and vice versa.