

Knoxville Campus Policy: IT00003-K Google Apps Usage	
Version 1	Effective Date: 06/14/2018

Office of Information Technology

Google Apps Usage

OBJECTIVE:

The University of Tennessee, on behalf of its Knoxville campus, provides faculty, staff, and students with a suite of Google Apps electronic services to support the educational, research, and public service missions of the University. The University provides the services Mail (students only), Calendar, Contacts, Drive, Talk/Hangouts, and Sites through a contract with Google that is offered through the Google Apps for Education program.

The Google Apps services listed above are approved collaboration services by the University of Tennessee and can be used to conduct University business, including business containing FERPA protected information. These services shall NOT be used in dealing with Protected Health Information (PHI) or other materials and information covered by the Health Insurance Portability and Accountability Act of 1996 (HIPAA), or other non-FERPA data privacy regulations. Those regulations require UT employees to continue using other UT-approved systems for collaborative activities. Google Apps is simply being offered as an additional technology option for working with information. Please contact your security liaison or college/department IT representative for more information.

Any additional services (apps) offered by Google or their partners and accessible through the UT-affiliated account (such as YouTube, Google+, and others) are not governed by Google's agreement with the University of Tennessee. Each additional service is governed by terms and conditions <https://policies.google.com/> associated with the services offered by Google or directly by the service provider. Users are responsible for reviewing the Terms of Use frequently to ensure ability and willingness to comply with all applicable terms. The University of Tennessee is not responsible for user compliance with these additional terms. Google Apps is also not a Covered Program per UT Safety Policy SA0575 – Programs for Minors <https://universitytennessee.policytech.com/dotNet/documents/?docid=184&public=true>.

Departments with student employees who work with PHI or other materials and information covered by HIPAA, or other similar non-FERPA regulations may request university-hosted Exchange accounts for those employees. For more information or to request an Exchange account for a student employee, contact the OIT HelpDesk.