

G Suite Policies and Guidelines

Policies and guidelines

G Suite (formerly Google Apps) is made available to the Loyola University New Orleans community under the terms of a contract between Loyola University New Orleans and Google, which must be agreed to by each Loyola user. The Terms and Conditions statement is displayed when you first log in to your Loyola G Suite account.

For Loyola business or academic data, using your Loyola Google account is restricted to Loyola accounts and should not be shared with such employee's personal Google account.

Use of Loyola's G Suite service is also subject to all policies in Loyola's Security Policy. See the security category for the most important policies regarding information security.

The [Family Educational Rights and Privacy Act \(FERPA\)](#) is a federal law that protects the privacy of student education records. Student data protected by FERPA is permitted in Loyola University New Orleans G-Suite services. Those data elements are subject to access only by school officials who have a legitimate educational interest as well as by other identified officials, as defined and identified by the university's FERPA policy.

Data that should never be placed in G-Suite services or shared outside of Loyola or placed in an email are::

- Employee PHI (protected health information) and ePHI (electronic protected health information) related data
- Loyola Confidential and Highly Confidential Data
 - Social Security numbers
 - Financial account numbers
 - Driver's license numbers
 - Employee specific Health insurance information
 - Credit card numbers

See the Information Security Policy Information Classifications a full listing of Confidential and Highly Confidential Data.

Google Drives/Team Drives:

Documents: Sharing of documents will be the responsibility of the owners and must conform to all University policies, including FERPA and PHI guidelines.

Team Drives: Management of team drives is the responsibility of the team drive owner. Adding and removing members, and the contents of all team drives must conform to all University policies, including FERPA and PHI guidelines.

The Loyola domain (@loyno.edu) is restricted to Loyola business only and should not be used to establish accounts with non G-Suite applications such as: Facebook, Linked-in etc.

Closing your Google account

Loyola Google accounts are available to faculty, staff, students, contractors and vendors. Contractor and vendor setup will be provided on a case by case bases approved by the Information Technology department. Google accounts will remain active under the following Guidelines. Currently enrolled students, Active Employees, Alumni, and Retried Employees. Students who graduate will be allowed to retain their account as long as the account remains active. Retired Faculty and staff will remain active for non-business activity. Terminated Faculty and Staff accounts will remain active but not accessible by the employee for a period of time at the discretion of the department for University business purposes only.

Retired Faculty and staff must be removed from all team drives by the team drive owner.