

**Google Data Storage and Usage Policy and Terms of Service**

**Retiree Addendum**

The Hotchkiss School

November 1, 2013

Updated and Approved by ITGC June 9, 2014

**Purpose:**

This policy is an addendum to the Google Data Storage and Usage Policy and Terms of service, which can be found [here](https://docs.google.com/document/d/1bBVFnp4o4Y875KUyfn1d1orlGm4A1qKrGNxP9uphk5E/edit?usp=sharing). All parts of the aforementioned policy and the Hotchkiss Acceptable Use Policy apply to Retirees with extended access after their official last employed day at Hotchkiss (typically through October 1 if retiring June 30).

This Policy specifically outlines the rights Hotchkiss maintains in relation to data which resides on Hotchkiss systems, and the responsibilities that extended access users must abide by when accessing Hotchkiss owned Data.

**Scope:**

This policy applies to retirees still accessing Hotchkiss email (Gmail) and/or other Hotchkiss Google Core services.

**Support:**

Hotchkiss IT Services will not assist with any bulk transfer or forwarding of email messages from Hotchkiss email to another account, or data transfers in other apps. The extension of email service through October is offered as a courtesy to allow retirees to do a final review of any remaining messages, and to set up an auto response that points contacts to a new address. Prior to the retiree’s retirement date, ITS will provide advice on creation of a personal email account, and professional social network options to assist the retiree in staying connected.

**Statement of Ownership:**

Hotchkiss will maintain ownership of all information, files, and other forms of data held on systems used and maintained by Hotchkiss. This includes but is not limited to Google core services such as email and docs, and other file storage locations.

**Autoresponse**

After account access is stopped, an autoresponse will be set up, upon request, to reply to incoming messages with the retiree’s personal email address. This can stay in place through May 30.

**Requirements and Responsibilities while utilizing services:**

The Hotchkiss School extends use of Google Apps, particularly Gmail, to retirees who leave the school on good terms and with proper notice. This extension is through October 1 of the retirement year, or 120 days after retirement, whichever is sooner. Retirees who do not agree to abide by the terms of this document will not receive this extension. In addition, Hotchkiss reserves the right to restrict extensions. By signing the accompanying form for extended access to Hotchkiss Google Apps for Education services you are agreeing to the following.

* Users will not copy information that is sensitive in nature, incriminating, or otherwise not suitable for public scrutiny.
* Users will not bulk transfer the contents of their account off of the system unless all potentially sensitive information has been removed prior to transfer.
* Users will destroy any locally cached accounts held on personal devices or computers once access to their account is no longer available. This includes fully synced Google Drives, locally stored email accounts, PST files, etc.
* The School reserves the right to review all information created or stored on School resources (including *Google Apps for Education*), and take action if the material violates policy, local law, or federal law. In addition, if School data is stored on personal devices, the School reserves the right to implement policies to protect data on those devices and review any School data on personal devices.

Should a violation of any of the provisions of this policy be suspected, the account in question will be immediately terminated.

If administrators find that data stored by Google is improperly shared, contains sensitive data, or in any other way violates School policy, state or federal law, action may be taken.

**Changes to this Policy:**

The Hotchkiss School reserves the right to change this policy at any time, and will post the most up-to-date copy on Blueboard under “Policies.” The community will be notified of substantial changes. Continued use of services after any changes are published binds the user to the revised policy.

*As a Hotchkiss employee and retiree utilizing Hotchkiss email, I agree to take utmost care in using Hotchkiss systems and information, and to abide by the terms of the Retiree Email Use Policy, Google Data Storage and Usage Policy, The Hotchkiss AUP, the Google Terms of Service, and if using a mobile device, the mobile device support policy, at all times. I understand that any violation of this agreement or the Hotchkiss School’s policies may result in disciplinary action, up to and including termination of employment or dismissal from the school.*