



HVERFORD COLLEGE

Additional Google Apps Policy

Introduction

IITS fully supports the following core suite of Google Apps available to all faculty, staff, and students -- Gmail, Docs, Drive, Calendar, Sites, Contacts, and Google Groups. These fully supported apps are **not** subject to **this** policy as they are, by default, enabled for all users.

This policy outlines the terms under which IITS supports additional applications (apps) available as part of the Google Workspace for Education suite of products outside of the core suite.

Scope

The intent of this policy is to provide a framework for availability and support limitations for additional apps with the following objectives:

- To create an environment that permits faculty, students, and staff room for academic use of available Google apps.
- To establish reasonable user expectations around their use of these non-core apps.
- To create boundaries of responsibility for the content stored in these apps.

Policy

- A. Apps that relate to monetization for the user or any app identified by Google as being phased out will not be made available.
- B. Apps for which the College already provides an equally robust alternative solution will typically not be made available and may not be fully supported.
- C. When a new app is made available to the College, IITS will determine whether the app should be made available to the entire College community. Criteria for making that decision will include: whether functionality already exists elsewhere; whether functionality is likely to add significant value to College constituents' work; level of support needed for the application.
- D. The current list of additional apps approved for use under this policy is available at: <https://iitskb.sites.haverford.edu/knowledge-base/google-apps/>
- E. These additional apps are made available to users with Haverford.edu accounts under the following terms:



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- a. All Google Apps (outside of the core suite of Google apps) are used at one's own risk, with understanding of the following:
 - i. Users acknowledge Google may discontinue access to these apps without warning.
 - ii. Additional apps **are not recommended** for College business use or critical academic/research content.
 - iii. Users acknowledge that data stored in additional Google apps is their sole responsibility to backup or otherwise secure.
 - iv. Users acknowledge that data stored in the additional apps is deleted upon the end of a user's affiliation with the College. IITS will not perform transfers of data into or out of additional Google apps on behalf of any user.
 - v. Under no circumstances should any user store or collect personally identifiable information (e.g. SSN, date of birth, credit card information, etc.) in any Google App (whether core app or not).
- F. ProDesk will work to help resolve any up-to-date browser-related problems that interfere with the use of Google apps.
- G. The apps covered under this policy shall be made available to users upon activation of a Haverford Google Workspace for Education account.
- H. You can request access to additional Google apps by using [this form](#).

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Sponsor: Benjamin Roma, Director of Client Services

Contact the Sponsor with any questions.