

COLUMBUS STATE COMMUNITY COLLEGE
POLICY & PROCEDURES MANUAL

CLOUD COMPUTING

Effective December 15, 2021

Procedure 15-01 (F)

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(1) INTRODUCTION

- (a) Cloud computing provides services, platforms and infrastructure support for a wide range of business activities.
- (b) Cloud applications and services that are not assessed, purchased or licensed by Columbus State may not meet College standards for user privacy, security, intellectual property protection, accessibility, compliance and records retention. This includes no-cost applications and services as well as those freely available on the Internet (open-source software).

(2) DEFINITIONS

- (a) Click-Wrap Agreement – a legal contract outlining the Terms of Service for internet application and service providers (including demonstrations and time-limited evaluations) to which users may be required to consent. Click-wrap agreements frequently apply to paid or free services (open source). This also is known as a click-through agreement or click-wrap license.
- (b) Cloud Computing – delivery of externally hosted computing services including, but not limited to, social networking applications, storage, SaaS, PaaS, IaaS, software, databases, servers and data hosting. These tools are collectively referred to as “cloud computing services.” This also is known as externally hosted.
- (c) Externally Hosted – where some or all components of a service are provided and managed by third parties.
- (d) Infrastructure as a Service (IaaS) – a cloud computing service that offers essential compute, storage and networking resources on-demand. Consumers do not manage the underlying cloud infrastructure but have control over operating systems, storage, deployed applications and possibly limited control of some network components.
- (e) Internally Hosted – applications, infrastructure and other computing resources provided in-house and managed by the College.
- (f) Multi-Factor Authentication (MFA) – an authentication system that requires more than one distinct authentication factor for successful authentication
- (g) Platform as a Service (PaaS) – the capability for consumers to deploy and control applications onto a cloud infrastructure. Consumers do not manage or control the underlying cloud network, servers, operating systems and storage.

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- (h) Privileged User – a user that is authorized to perform security-relevant functions that ordinary users are not authorized to perform.
 - (i) Software as a Service (SaaS) – the ability for consumers to use a provider’s applications running on a cloud infrastructure through client devices via a web browser or program interface. Consumers do not control the underlying cloud infrastructure including network, servers, operating systems and storage.
- (3) The use of cloud computing services must be approved by the Vice President of IT or designee. Individuals authorized to sign contracts or agreements for proprietary, open-source software, click-wrap agreements or cloud computing resources include the President, Cabinet members and administrators who directly report to Cabinet members. See College Policy 9-03 for additional information.
 - (4) The purchase or usage of cloud computing services requires prior security, accessibility, licensing and legal review and approval. Failure to adequately plan for these reviews and approval may result in delay or termination of the project.
 - (5) Cloud computing for administrative and educational purposes is permitted and managed by IT.
 - (6) The use of College-approved cloud computing services requires:
 - (a) Compliance with all applicable College policies, procedures and information security standards.
 - (b) Compliance with all applicable federal, state and local laws and regulations.

Privileged users accessing the management console or other privileged user accounts in cloud computing services must use MFA if available.

(7) PROHIBITIONS

Using personal cloud service accounts for the storage, manipulation or exchange of College-related communications or College-owned data.

- (8) Cloud computing vendors and services are vetted and contracted on a College-wide basis.
- (9) The following Columbus State policies provide advice and guidance related to this procedure:
 - (a) [College Policy 9-03, Purchasing](#)

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- (b) [College Policy 9-12, Payment Card Industry Compliance](#)
- (c) [College Policy 15-01, Responsible Acquisition and Use of Computing Resources](#)
- (d) [College Policy 15-02, Information Security](#)

New Procedure