

CLOUDY

with a chance of PERSONAL INFORMATION



What is a "Cloud Service"?

A Cloud Service is any service (i.e., web-based software) made available to users via the web from a cloud computing provider's server. (Source: [Webopedia](#) website).

Can you use a free Cloud Service (i.e., web-based software) in your course??

This depends on if (a) personal information and intellectual property are protected and (b) approval from McGill Procurement Services has been granted to use the Cloud Service.

Read the rest of the document to find out how you can use a Cloud Service in your course.

Did you know you are responsible for protecting personal information??

Under Quebec and Canadian laws, and University policy, all McGill faculty and staff are required to protect the confidentiality of **personal information**.

Here are some examples of personal information. Note that different types of personal information have varying degrees of sensitivity.

- Name
- Student ID #
- Permanent code
- Email address
- Social insurance number
- Birth date
- Student's views & opinions
- Academic data (e.g., degree obtained, grades)



Did you know most free Cloud Services can own your intellectual property?

Your **intellectual property (IP)** can be compromised by unknowingly agreeing to a Cloud Service's "software terms and conditions of use and privacy policy." Often, the terms indicate that all content uploaded or posted belongs to the Cloud Service. This will affect your legal rights to claim your IP.

To avoid this pitfall, McGill can help protect IP by evaluating and assessing the Cloud Service.

Guidelines for using a Cloud Service in your course

1. View existing McGill Cloud Services

When planning to use a free Cloud Service, verify if your needs can be met with existing [McGill Cloud Services](#).

Note: McGill Cloud Solutions are the better choice for protecting personal information and intellectual property.

Examples of course activities	McGill Cloud Solutions (Recommended)	Similar Solutions (Requires approval)
Submit student assignments	myCourses	Dropbox
Collaborate on documents in group activities	OneDrive	Dropbox
Hold online class discussion	myCourses	Facebook
Store student created videos	Video @ McGill	YouTube
Run a survey to collect student opinions	LimeSurvey	SurveyMonkey

2. Contact Teaching and Learning Services



If none of the existing McGill Cloud Services meet your needs, fill out the [webform](#) to notify Teaching and Learning Services (TLS).

3. Allow time for evaluation of Cloud Service

TLS will gather all required information from you and contact McGill Procurement Services, who will assess and evaluate your request to ensure the Cloud Service is compliant with requirements to protect personal information and intellectual property.

For more information, click on the [Cloud Service evaluation process](#) link.

4. Prepare to inform your students (if approved)



Once a Cloud Service is approved by McGill, at the start of the course, inform students of expectations, terms, and conditions for using a Cloud Service.