CLOUD STORAGE AND FERPA

FERPA is the federal law designed to protect the privacy of education records. It provides guidelines for appropriately using and releasing student education records. When working with programs like OneNote, OneDrive, or Microsoft Office 365, remember to take note of where documents are stored. If a document or notebook will be stored in the cloud (e.g. OneDrive, Sharepoint), it may not contain any non-directory information. For full details about FERPA at WSU, visit www.wichita.edu/ferpa

Non-Directory Information

The following types of student information are examples of information that are not directory information, and should neither be stored in any cloud based storage location nor shared by email:

GPA
Grades
Race
Gender
Social Security Number
WSUID
Financial information, including Financial Aid

Directory Information

The following types of student information are considered directory information, and are therefore permitted to be stored in the cloud:

Student's Name
Address
Telephone listing
Email
Photograph
Age
Major field of study
Dates of attendance
Grade level
Enrollment status
Participation in officially recognized activities and sports
Weight and height of mem

Examples

Acceptable*	Unacceptable
A list of current students with contact information and majors	A list of students that contains WSUIDs and/or grades
A document discussing the previous school of a recent transfer student	A document discussing the GPA of a recent transfer student

* It is always unacceptable to save information in the cloud regarding any stud