Administrative Directive Number: 4.6	Title: Use of Computers and Related Technologies

☒ I recommend the following inclusion or revision to the above referenced Administrative Directive *(provide detailed explanation regarding reason for change)*:

Add definition:

Cloud computing – A service that offers convenient and on-demand network access that allows a user to create a location that can store files and documents or to create networks and systems on the internet. [https://nvlpubs.nist.gov/nistpubs/Legacy/SP/nistspecialpublication800-145.pdf]

Add to AD 4.6 section 8 Use of the Internet:
i. Use of cloud computing, such as Dropbox, Box, Google Drive, Amazon Cloud and others, that allow storing of files and documents or creation of networks and systems shall be prohibited unless authorized by the Department's Management of Information Systems (MIS) Unit, the Superintendent of Unified School District #1 (USD#1), or the Director of Correctional Enterprises of Connecticut (CEC).

Reason for Change: With requests for cloud service and ability to help control where data resides, this will document that only approved external locations can be used. Staff sometimes look to use these services for business reasons but it circumvents protections and contracts to help protect the agency.

☐ See attached documents

ORIGINATOR		
Name: Bryce Candelora	Title: ITA3	Date: 11/27/2019
Signature: *Bryce Carlp*	Facility/Unit: IT Unit	

OFFICE OF STANDARDS AND POLICY REVIEW:		
Reviewed by: ☒	Office of Standards and Policy Staff signature:	Date: 12/4/19

UNIT/DISTRICT/DIVISION RECOMMENDATIONS:

Approved	Denied		
☒	☐	Unit Administrator's signature: *T. Y...*	Date: 11/27/19
☐	☐	District Administrator's signature: (only needed if originating from facility)	Date:
☒	☐	Division Administrator's signature: *Cheryl Z Cepelak*	Date: 11/27/19

COMMISSIONER'S DECISION:

This request is:	☒ **APPROVED**	☐ **DENIED**	Effective date of request:

☐	The language/provisions of this inclusion/revision shall be effective as of and subsequently added to the Administrative Directive at the next update:	Date:
☐	This inclusion/revision shall be added to the Administrative Directive prior to:	Date:
☐	This inclusion/revision shall be added immediately to the Administrative Directive.	

Commissioner's signature: *Acting Commissioner*	Date: 12/4/19