Bereabox Policy

General

Bereabox is an enterprise cloud storage and sharing service that is available to the Berea College community.

All data stored on bereabox organizational folders or individual accounts is the property of Berea College, may be accessed by College management or technical staff with approval from appropriate authorities, and must be managed in compliance with federal and state regulations and College policies.

Individual Accounts

Each Berea College faculty member, staff member, contractor and student who receives a berea.edu e-mail account will be provided with an individual account on bereabox which has access to a base amount of storage. Service accounts such as department e-mail addresses do not receive individual bereabox accounts.

Each individual account owner is required to comply with all Berea College data management and security policies issued by Information Systems & Services (IS&S), the Administrative Committee and/or the Compliance Committee.

Faculty or staff members may obtain additional bereabox storage beyond the base amount for their individual accounts by contacting IS&S and explaining the the need.

When a staff or faculty member leaves the College, their bereabox individual account access will be immediately disabled, but their data will be maintained in quarantine for at least 30 days during which time their supervisor may contact IS&S and request access in order to recover data required for ongoing work. After the quarantine period, any remaining data owned by the individual account will be deleted.

When a student leaves the College due to withdrawal or graduation, data in their bereabox individual account will be deleted in conjunction with deletion of their network and e-mail account.

Students leaving the College due to withdrawal or graduation are responsible to copy any data they wish to preserve from their bereabox individual account to other media or cloud storage prior to their departure.

Organizational Folders

Any campus group may request a bereabox organizational folder for document storage and sharing by contacting the ISS/Technology Resource Center.

Organizational folders will have access to unlimited storage.

Any request for a new organizational folder must be sponsored by a department or unit head, program chair, committee chair, student organization staff liaison or other faculty or staff member in a group leadership role. An organizational folder must be managed by two co-owners, one of which can be the sponsor. At the time of the request, both co-owners must be identified.

Organizational folder co-owners are responsible for administration of the folder contents and sharing activities according to bereabox policy and recommended best practices, and must be appropriately trained for those responsibilities.

Organizational folder sponsors are responsible for oversight of compliance with College data management policies issued by Information Systems & Services, the Administrative Committee and/or the Compliance Committee.

Organizational folder sponsors are responsible to notify IS&S when and if a folder is no longer needed and can be deleted.

When a staff or faculty member leaves the College, any organizational folders for which he or she is co-owner must be identified and a new co-owner assigned.

A review of organizational folders will be conducted from time to time to identify folders that may be obsolete and to scan for documents not appropriate for such storage.

Data Sharing

Only folder owners and co-owners are authorized to invite collaborators.

Use of folder or file read-only links is restricted to Berea College users and invited external collaborators. Anonymous access via the "anyone with the link" feature is not allowed.

Users should not utilize bereabox to share announcements or other messages with large groups of recipients.