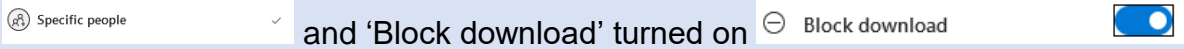



FERPA compliance tips in the context of MS Teams

Disclaimer: This is not a replacement for the annual ENMU FERPA Training employees receive.

- Microsoft's official position on their software in a FERPA context:
<https://docs.microsoft.com/en-us/compliance/regulatory/offering-ferpa>
- While TEAMS and One Drive software are FERPA compliant, like email or a printed document it can be used in ways that are not complaint and it is each university employee's responsibility to make sure their actions are FERPA complaint.
- Being FERPA Complaint while working from home requires keeping sensitive and personally identifiable information on a secure University system and/or device. OneDrive is an approved way to make data available on both your off-campus devices and your campus computer as it is protected by your university log on and data that resides inside of OneDrive is encrypted so long as it is not copied to your local computer or device.
- Teams/Groups in MS Teams should be set to private. Teams that are set to 'Public' are viewable by every member of the University, and thus not usable in FERPA contexts.
- Documents being shared should be shared with the setting 'Specific People' selected  and 'Block download' turned on 
- Teams that need to be used for a FERPA context should have the smallest amount of people needed for the tasks of that FERPA context. If another individual needs some of the data within that team, but they are not involved with the tasks the Team was created for, a new FERPA context Team should be created. A good way to think of this is that a Team should exist per working group.

To see additional tutorials, or download this tutorial, visit

[ENMU New https://www.enmu.edu/newemployee](https://www.enmu.edu/newemployee)

If you have further questions in regard to FERPA, or FERPA in the context of Teams, One Drive, and Office 365, please consult the official ENMU FERPA training materials.

–ENMU System ITS