Standards of Use of Owl Life Community Access Users

1. **Purpose**
   This document outlines the standards applicable to users provided Community Access within the Campus Labs Engage (branded locally as Owl Life) system.

2. **Background**
   The Division of Student Affairs has been entrusted with access to sensitive student-level institutional data, accessible via Owl Life. As such, the Division of Student Affairs has developed standards to which users provided with Community Access to the Owl Life platform must adhere in order to maintain their access level.

3. **Scope**

   provided with Community Access to the Owl Life platform.

4. **D**

       i.   Demographic Data: name, sex, birthdate, citizenship status, commuter status, university affiliation

     ii.   Contact Information: address, KSU email address

    iii.   Academic Performance: cumulative institutional GPA, enrollment status

    iv.   Academic Details: class standing, major, matriculation term, previous term enrolled, transfer status, athlete status

d. *Least Privilege*

this document has taken place and initiate an access review process, as outlined in the Owl Life Community Access Suspension and Review Process document.

    d.   SPAA is responsible for ensuring users with Community Access permissions have been provided with training, support, and resources necessary to maintain compliance with these protocols.

7. Exceptions

Exceptions to the provisions established in these protocols may be granted in cases where lack of access would interfere with legitimate academic or business needs.

8. Associated University Policies

Policies are available via the KSU Policy Portal at policy.kennesaw.edu

    a.   Data Security Policy
    b.   Information Technology Acceptable Use Policy
    c.   Enterprise Information Security Policy