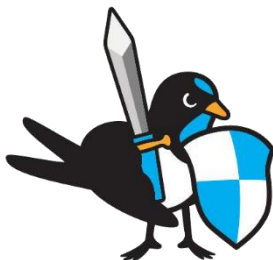# Guide to Using Cloud Services 2018

Tokyo Institute of Technology

Various cloud services are available for storing photos and other files, and also have applications for creating documents and managing schedules. Dropbox, Google Drive, iCloud, and Evernote are popular examples.

This guide explains the precautions to take when using such services at Tokyo Institute of Technology. Please read in conjunction with the "Guidelines for Information Ethics and Security."

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1. Easy Sharing

Cloud services are useful for backing up data on multiple devices, as well as sharing and synchronizing files or folders.

Just settings allow you to share data with others, either by registering recipients' email addresses or providing them with a link to the shared files or folders.

2. Data Capacity

A large amount of photos, movies, and files can be stored in the cloud other than the memory of individual devices. Even if a device is replaced, data stored by cloud services remains accessible.

3. General Caution

Despite the convenience of cloud services, we us them carefully. Consider the risk of data leakage as files may be shared again with an unspecified number of third parties, making the data far more public than originally intended.

We strongly advise checking your data sharing settings — especially which parties have been granted access and the extent to which they can edit or otherwise alter data. Without properly restricting permissions, unknown third parties will access and use your data, effectively hijacking your account.

   Please pay particular attention to the following:

- ・ Avoid storing personal information in the cloud. If you must, ensure files are encrypted.
- ・ Manage files and data properly, regularly deleting old files.
- ・ Back up important data separately in case the cloud service becomes inaccessible.

4. Mobile Apps

Remember that your smartphone may be automatically storing photos and other data on cloud services such as Google and iCloud, causing the same concerns mentioned above.

5. Desktop Apps with Cloud Services
Some desktop applications make use of cloud services (some have "storage" in their name). For example, Microsoft's OneDrive also becomes available after installing Office Premium or Office 365. Similarly, you can use Adobe Creative Cloud when you install Adobe Creative Suite software under Tokyo Tech's academic license. Remember that you may be connected to the cloud when using such applications.

6. Logging Out
Cloud services like Dropbox, iCloud, Microsoft accounts, Google accounts, etc., keep you logged in until you actively log out or uninstall the software. Avoid inadvertently logged in and riskily connected to the cloud.
If your settings allow the sharing of files and folders, the chance of unintended data leakage increases.
Using the same ID and password for different web services also poses similar risks, so please exercise diligent password management.

7. Research Data and Personal Information
We often use cloud services to share large amounts of research data on multiple devices or among collaborating researchers. We use them to distribute teaching materials and assignments. Extra care must be taken to avoid the unintentional disclosure of research data and personal information.

8. Data Analysis by Cloud Service
Data sent and received by cloud services can be analyzed for search and indexing purposes, and for legal compliance including security rules of the country in which the cloud service provider is based. Those analyses may be outsourced by the service provider to a third party.
Always use encryption.
Faculty especially must avoid storing highly classified data.

9. About Law
Many terms of use for cloud services state the services are not subject to Japanese law. The dispute resolution procedure is also conducted overseas.

The names of services and software mentioned in this guide are registered trademarks of each company.