



ORLANDO COLLEGE OF OSTEOPATHIC MEDICINE

OCOM Policy & Procedure

Policy #D078

Orlando College of Osteopathic Medicine

Policy Order Number: D078

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Policy Title: Exclusive Use of Google Workspace Applications

Policy & Procedure Statement:

This policy outlines the mandatory use of Google Workspace applications for all official business conducted at the Orlando College of Osteopathic Medicine (OCOM). As a modern, cloud-first medical institution, OCOM prioritizes efficiency, consistency, collaboration, and security in its digital operations. In support of these priorities, all faculty, staff, contractors, and other personnel are required to use Google Workspace exclusively when performing any OCOM-related work.

This includes, but is not limited to, email communication, document creation, spreadsheet analysis, presentation development, file storage, and scheduling.

The use of Microsoft Office or other third-party productivity tools is strictly prohibited, and access to these tools may be blocked if non-compliance persists.

Approved Applications:

Effective immediately, the following Google Workspace tools are the only authorized productivity applications for all OCOM-related tasks :

- *Gmail:* All institutional email correspondence must occur within Gmail. This ensures centralized email management, spam protection, and secure routing through OCOM's official domain.



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- *Google Drive:* All files must be stored in Google Drive, which is backed by OCOM's centralized access and security policies. Departmental shared drives offer secure, structured access with redundancy and recovery safeguards.
- *Google Calendar:* All meetings, appointments, and events must be scheduled using Google Calendar. This ensures coordination across departments, availability sharing, and automatic Zoom integration.
- *Google Docs:* All documents, memos, reports, and letters must be created and stored in Google Docs. Real-time editing, commenting, and suggestion features reduce version confusion and increase team productivity.
- *Google Sheets:* Spreadsheets, budgets, logs, and data sets must be created and maintained in Google Sheets. Collaborative access control allows seamless sharing, editing, and audit trails for financial or academic data.
- *Google Slides:* All presentations for academic lectures, internal meetings, or external engagements must be developed using Google Slides, promoting consistency and ease of collaboration.

Rationale & Benefits:

1. *Enhanced Collaboration & Real-Time Workflow:* Google Workspace enables real-time, multi-user editing with comprehensive version history and permission controls. This level of collaboration ensures that faculty, administrators, and staff can work concurrently on documents, track changes, and finalize content without emailing multiple file versions.
2. *Cost Efficiency and Sustainability:* OCOM leverages Google Workspace for Education, which provides enterprise-grade tools at no cost to accredited institutions. By standardizing on this platform, we avoid costly Microsoft licensing fees, reduce training and support overhead, and focus IT resources on innovation and student services.
3. *Standardization and Operational Simplicity:* Using a single, unified platform prevents confusion and reduces errors caused by file incompatibility or cross-platform issues. New staff and faculty can be onboarded quickly, with training streamlined around one consistent environment.
4. *Seamless Integration with Institutional Systems:* Google Workspace natively integrates with Zoom and other systems critical to OCOM's academic and



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administrative operations. This integration streamlines workflows and minimizes the need for duplicate data entry or system switching.

5. *Improved Data Security and Governance:* Google Workspace offers enterprise-grade security features including:

- Data Loss Prevention (DLP)
- 2-Step Verification and SSO
- Administrative audit logs
- Granular file sharing controls
- Zero-trust access models

Storing and transmitting institutional data outside this ecosystem, such as through Microsoft Office documents stored on personal OneDrive accounts or attached via Outlook, bypasses OCOM's security infrastructure, putting sensitive data (e.g., FERPA- or HIPAA-protected information) at risk. It also creates fragmented data silos that hinder institutional oversight and accountability.

Use of unauthorized platforms may lead to:

- Data breaches or unencrypted sharing
- Accidental exposure of confidential material
- Loss of institutional records
- Compliance violations and legal exposure

Enforcement and Compliance:

The IT Department will monitor system usage and regularly audit compliance with this policy. Any unauthorized use of Microsoft Office or other third-party productivity tools will be flagged and addressed directly with the responsible party.

If non-compliance continues, the IT Department reserves the right to block access to Microsoft Office applications entirely on all institutionally managed devices and networks.

Violations of this policy may also result in disciplinary action consistent with institutional policies and employee contracts.

Conclusion:



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The exclusive use of Google Workspace at OCOM is essential to building a secure, efficient, and collaborative academic environment. It reflects our commitment to innovation, transparency, and fiscal responsibility. All faculty, staff, and partners are expected to adhere to this policy in full, and we appreciate your cooperation in supporting OCOM's long-term digital strategy.

For any questions regarding this policy or training on how to use Google Workspace tools effectively, please contact the IT Department at TechHelp@ocom.org.