



MINNESOTA STATE

**OFFICE OF GENERAL COUNSEL  
SECOND THURSDAY: A WEBINAR SERIES**

The Office of General Counsel's next scheduled one hour Adobe Connect based legal seminar, available to campus administrators, faculty and staff at no charge, is scheduled for Thursday, February 14, 2019 at 10:00 a.m. College, university and system office employees may participate with supervisor approval. Please join us!

**THURSDAY, February 14, 2019  
10:00 A.M.**

**Can I Use Dropbox?  
Best Practices for Cloud Computing and Using Web-based Services**

There are many free or low-cost websites and mobile apps that can be used with just a couple clicks and without entering into a long-term licensing agreement or going through a complicated procurement process. But is it ok to store those student records in the cloud? Is there any problem posting those photos to our official Facebook or Instagram page? Can I sync my work calendar to my iPhone? Can I have my students use a particular app for class?

Though it isn't always obvious, signing up for almost any online service or app actually involves entering into a contract via a "click-through" agreement and likely binds your College or University to a Terms of Service ("TOS") or Privacy Policy with potentially objectionable terms. Furthermore, many mobile apps and web-based services allow the users' data to be transmitted or stored by a third party, within unknown security, which may have FERPA and Data Practices Act implications. We'll discuss the legal concerns and best practices for using common cloud-based services.

**Intended Audience:** All administrators and staff who use web-based applications or mobile apps for academic or business purposes or supervise others who do. Intended for a wide audience including academic affairs, student services, deans, educational technology staff, communications, data custodians and data practices compliance officials, information technology administrators and staff.

Presented by Assistant General Counsel Sarah McGee.

**To join the 10 a.m. presentation:**

1. Go to <https://webmeeting.minnstate.edu/rl3rrinjhj1q>
2. Login with your StarID and Password.
3. Upon entering your meeting room, you will be prompted to **Join** your meeting's audio conference. For the best audio experience, select **Using Microphone** to use a microphone/headset connected to your computer. (See below for Adobe Connect information)



We always have time for questions. You may call in or e-mail questions prior to a scheduled presentation (contact information below); we welcome questions chatted in during the presentation, or at the end of the presentation. While we want to be respectful of our participants' schedules, Adobe Connect does not cut us off at 11:00 a.m. and if you have a question, we want to answer it.

## PLEASE SEE BELOW FOR SPRING SEMINAR DATES AND TOPICS

March 14, 2019  
April 11, 2019

International Programs  
Crisis Management

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**Missed a presentation or want to view one again?** The Office of General Counsel has hosted Second Thursday each calendar school year since December 2009. For a complete listing of past Office of General Counsel Second Thursday presentations, follow this link:  
<http://minnstate.edu/system/ogc/webinars.html>

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**For more information call Liz Hegman, Office of General Counsel at 651-201-1761**

If accommodations are necessary for individuals with disabilities to participate in this activity (e.g., wheelchair access, auxiliary hearing device, an interpreter), Liz Hegman at 651-201-1761, via e-mail at [liz.hegman@minnstate.edu](mailto:liz.hegman@minnstate.edu), or TTY (651) 282-2660.



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## Adobe Connect

**Make sure your computer is ready** - Perform an [Adobe Connect Diagnostic Test](#) to make sure that your computer and web browser can run a web meeting with Adobe Connect.

**Launch a Test Meeting** - Use the ["Browser Check" meeting room](#) to make sure that your computer and web browser can launch an Adobe Connect meeting room. In this room, you can also test your computer microphone and web camera.

**Adobe Connect Add-in** - [Download and install the latest version of the Adobe Connect Add-In](#) [administrator permissions required] on your computer. If you don't have the Adobe Connect Add-In installed, don't worry, a temporary version ("Lightning download") of the Adobe Connect Add-In is launched.

**Enabling Flash in your Browser** - The Adobe Flash Player launches the Adobe Connect Add-In. [This tool from Adobe](#) allows you to see if Flash Player is installed on your computer and how to enable it in your web browser.

### **Need help during a meeting?**

Call 1-866-922-9566. Meeting support is provided to Minnesota State by Arkadin Support.

## Telephone Only

If you are not joining the meeting room, but still need to dial-in to the meeting, dial toll-free at 1-855-369-0450 and enter the meeting code 62565675.