



DISTRICT OF COLUMBIA

OFFICE OF THE STATE SUPERINTENDENT OF

EDUCATION

OSSE BOX GOVERNANCE GUIDELINES FOR EXTERNAL USERS

This document outlines the responsibilities and restrictions for Box users not employed by the Office of the State Superintendent of Education (OSSE). While external users will have free access to their Box account, specific OSSE-owned folders have restrictions.

Access to OSSE's Box Folders

- External users in LEAs: OSSE Project Managers will designate an eSchoolPLUS role affiliated with specific projects. LEA users must ensure they are designated as this role in eSchoolPLUS. LEAs users should contact their LEA Data Manger for assistance with eSchoolsPLUS.
- All other external users: Contact the Project Manager for a designated project to request access.

Roles within Folders

External Users will receive the following privileges for these folders:

- To OSSE: (Editor) External users will be able to create, edit and upload files intended to share with OSSE.
- From OSSE: (Viewer) External users will only be able to view and download files sent to them from OSSE.

OSSE's Expectations

DO

- Use Box to share files securely with OSSE.
- Remove files from Box as soon as they have been downloaded or within 60 days of uploading at most. **Files will automatically be removed after 60 days.**
- Alert the OSSE Administrator if you experience technical issues related to the OSSE-owned folders.
- Review the "[Box Quick Reference Guide](#)" guide before reaching out for assistance.
- Notify OSSE immediately of a change in Point of Contact (POC) for folder access either by:
 - Updating eSchoolPLUS or
 - Alerting the Project Manager about the addition or removal of a POC.

DON'T

- Extend invitations to anyone else for OSSE-owned folders.
- Upload files that are not intended for sharing in the OSSE-owned folders. These folders are for data transfer only, not for storage.
- Request an account using a personal email address, unless approved by a Project Manager.
- Use personally identifiable information (PII) in file names.

For more information or questions on Box, please contact the OSSE Administrator, Demetrius Brown at Demetrius.Brown2@dc.gov.