

## **Networked Common Areas in the Pine Plains Central School District:**

Please take the time to review the following information and “best practices” regarding the use of the network “common drives” below.

As has been pointed out previously in our PPCSD security presentations, (available on the District Website in the technology section) common “drives” are just that, and are to be treated somewhat differently than personal or “home” drives or directories. To review:

1. The student common areas are shared with all students, teachers and administrators in each respective school. ANY user may add, DELETE, or CHANGE files or folders in these areas.

2. The teacher common areas are shared with teachers and administrators in each respective school. ANY teacher, administrator, or other selected staff members may add, DELETE, or CHANGE files or folders in these areas.

3. Since the students in the Elementary schools do not have individual logins, you may consider the S1SS and S1CS drives to be common areas also, similar to the student common areas. In the High and Middle schools, each student has their own personal folder. These are accessible to teachers, but cannot be shared between students.

The common areas are intended to facilitate the sharing and collaborative use of information between parties, they are not intended to be permanent storage areas, and are obviously not intended for the posting of confidential or “one-of-a-kind” files or folders due to their wide accessibility. Additional steps should be taken in order to insure the integrity and continued availability of files placed in the common areas.

Important - files deleted from ANY network drive do not show up in a local recycle bin, and cannot be recovered by any “normal” means.

Unlike the common areas, personal user folders, or home directories (drive G:) are secured by username and password, and are backed up on a daily basis. So long as your personal login is secure, the information there is secure. Consequently, your personal folder could and should be used for original copies of information that is placed in the common areas in order to guarantee the integrity and continued availability of the information. The process of copying from your personal drive to the common areas is a simple Windows copy operation. If you are not sure how to do this contact the IT Department and we can arrange a short training for you.

Equipment upgrades in December, 2011 have greatly increased the storage space available for you to use for your network storage, and having two copies of the information you place in the common areas will not present a problem.