



STORAGE OF DIGITAL FILES

This policy explains how the Workcentre will maintain the integrity of its digital files. It also describes how students can maintain the integrity of their own digital files.

1. Workcentre backup and storage of digital files

1.1 The Workcentre maintains a weekly backup system which backs up (using SyncBack software) the following administration folders/files:

- Officefiles network drive
- TeacherRead and TeacherWrite network drives
- Staff and Student Home drives (current staff and students)
- Staff and Student Databases and Supervision documentation (SMS drive)

And the backup (via SyncBack software), of all current teaching, administration and management staff computers – including email, address book, favourites, documents folder/s:

1.2 Files and folders are stored initially on the Saturn Backups drive and then transferred to an external hard drive which is stored offsite.

1.3 The Backups Drive is accessible only by the network administrator and senior administration staff.

1.4 At any one time backups dating back for at least three weeks are kept on the external hard drive; plus older documents from ex students and staff stored on a further external hard drive (also kept offsite).

1.5 The backup files stored on Saturn Backups are overwritten each week with the new backup files; and the three weeks of backups stored on external hard drive overwritten monthly.

2. Backup of Staff files

2.1. Current staff files are backed up each week; and ex-staff files transferred to a second external drive and kept for at least one year following departure from the Workcentre.

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3. Backup of Student files

- 3.1. Current student files are backed up each week; and ex-student files transferred to a second external drive and kept for at least one year following departure from the Workcentre.
- 3.2. Individual teachers may also keep a digital copy of assessments completed or a photographic record of student projects etc.

4. Maintaining Effective Filing Processes

- 4.1. The Workcentre management advises students and staff to maintain good file management practices by:
 - Creating a logical system of folders in which files will be stored
 - Using meaningful filenames so that files can be easily identified or located at a later date
 - Saving regularly throughout the day
 - Backing up important files such as Curriculum Vitae, onto a removable device e.g. memory stick, external hard drive, CD or DVD, and storing them in another location