

Cecil Hills High School

Student File Management Policy

As we continue into the digital age it is important to develop policy statements that reflect the changes in procedures that students are using in their everyday lives at school and at home. The following points advise students and parents on the **correct and expected** procedures to use.

Management of Files

Deciding what to name your **files** and folders is essential in keeping files organized. Do not use any character that is not a letter, a number, a dash, or an underscore. e.g. %!@#\$ etc. Improperly named files can, at best, be difficult for users to decipher, and at worst, prevent effective back up.

Likewise, **folders** should be named appropriately for the same reasons. At school students have access to a personal (U-Drive) and a shared (T-Drive) storage area on the server for their files. Files saved in their U-Drive are only accessible by the owner whilst files save in the T-Drive can be copied, modified or deleted by other students. Students are taught in year 7 how to organise their personal files in subject specific folders. Students should use a similar filing method at home.

The original copy of the file should reside on the home computer or the student's "U-Drive". Far too often students create the original on a flash disk and if it is lost or corrupted then the work is lost.

Backups

At school: Student files are backed up every night on two separate systems at school.

At home: A backup system should also be employed at home, especially when most families have digital cameras and a plethora of digital photos. What would happen if all those photos were lost?

Recommendations:

- An external hard drive can be purchased and provides an effective backup solution.
- Upload a copy to their Google Drive.
- Print off hard copies as backups.

Students should be reminded that flash disks should ONLY be used to back-up or transfer files. Although they are portable, they can fail, resulting in lost data. Many students lose work everyday because their only copy of the work was on the flash disk.

Transferring Files

Files can be transferred to school via a multitude of methods. USB Drive is a suitable method as they also can purchased relatively cheaply, however they can be lost/stolen easily. The most effective method is for the students to attach the file/s to an email and send it to themselves OR saving a copy onto the Google drive.

Assessment Tasks

Assessment tasks created digitally will be assessed as per the School Assessment Policy which is outlined in Assessment Booklets. The booklet provides students with ample notice of upcoming tasks for all courses. Thus as per this policy:

- When completing a task on a computer; it is a student's responsibility to make sure there is more than one copy, in case there is a problem accessing the task OR to print the task off before the due date.
- Student will need to upload an electronic version to Moodle OR submit a hardcopy as directed by the teacher.
- Technology problems **will NOT** be accepted as an excuse for tasks not submitted on time.