

# Information Technologies' Network Data Storage Policy

## Background

Traditionally, most members of the Worcester State College community stored their data either on their hard drives or on removable media, such as floppy and Zip disks. While this was a simple solution to local and temporary data storage needs, it did not address the problem of data access away from the user's local workstation. Frequently, data was too large to fit on a floppy disk, and Zip drives are not universally used. Some users would send email attachments to themselves to access critical data from a remote location, while others temporarily stored their data on a marginally protected network drive.

Information Technologies has developed a robust network and data storage infrastructure that enables faculty, staff, and students to store and access critical data in secure and protected network directories. These directories may be accessed from any computer that can connect to the Worcester State College network, provided that users login with their personal account usernames and passwords. All individual network storage directories are tied to personal account usernames and passwords.

## Policies and Quotas—Individual Faculty and Staff

- All storage quotas are considered hard. Users who exceed their storage quotas will receive an automated caution and will not be able to save additional data in their network directories. Users will, however, be able to move data from their network directories to another location (hard drive, CD-ROM, etc.) to free up storage space. No files will be deleted by Information Technologies.
- Network data storage is intended for critical data access from multiple locations; it is not intended to archive large amounts of non-critical or personal data.
- Faculty and staff members will have access to 50 MB of email storage and 150 MB of network data storage. In the event that extraordinary individual circumstances (as determined by Information Technologies and the area Vice President) suggest that a faculty or staff member requires additional network storage space in order to perform his/her professional responsibilities, a supplemental data storage solution will be proposed, which may include increasing an individual's storage quota or establishing data storage access on a separate server.
- Faculty and Staff data regularly will be archived in anticipation of potential system-wide disaster recovery. While a good faith effort will be made to recover lost or accidentally deleted files, ***individual users should develop contingency data backup procedures.***
- Information Technologies reserves the right to suspend email and network data storage access if illegal data is stored in these locations. Storage of illegal or copyrighted materials outside of individual ownership or academic fair use is prohibited.

### **Policies and Quotas—Individual Students**

- All storage quotas are considered hard. Users who exceed their storage quotas will receive an automated caution and lose the ability to save additional data in their network directories.
- Network data storage is intended for critical data access from multiple locations; it is not intended to archive large amounts of non-critical or personal data.
- Students will have access to 20 MB of email storage and 40 MB of network data storage. These quotas will not be extended under any circumstance.
- ***Student data will not be archived and all student users should develop contingency data backup procedures.***
- The contents of all student data directories will be deleted two weeks after the conclusion of final examinations. All users should develop contingency data backup procedures.
- All files located in the student network directories will be deleted June 1 each year. Students will receive advance notification of this important date.
- Information Technologies reserves the right to suspend email and network data storage access if illegal data is stored in these locations. Storage of illegal or copyrighted materials outside of individual ownership or academic fair use is prohibited.