

PROCEDURE 146	
Adopted	September 2023
Last revised	
Review date	May 2028

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## DIGITAL FILE STORAGE

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### 1) PURPOSE

This procedure outlines the authorized use of digital documents and files stored and hosted by the approved cloud-based storage provider for Hastings and Prince Edward District School Board (HPEDSB). This procedure also supports the implementation of two additional procedures: [Procedure 147: Technology Use](#) and [Procedure 195: Records and Information Management](#).

### 2) OBJECTIVE

To establish digital storage requirements and options and to outline acceptable use of to the prescribed storage limits for employees and students.

### 3) DEFINITIONS

- a) **Backups:** Copies of files stored offline using HPEDSB's corporate backup solution. File backups are retained for a set period of time and are intended to reduce the risk of disk crashes and user errors such as accidental file deletion.
- b) **Cloud-Based Storage:** Online storage provided and sanctioned by HPEDSB and hosted offsite by vendors in their private data centres such as Google.
- c) **Gigabyte (GB):** A measure of storage for computers, tablets, smartphones and other computing devices.
- d) **Information Technology (IT) Resources:** Includes but are not limited to computers, phones, tablets, cellular/mobile technology, computer applications, email, servers, networks, internet services, internet access including access to external websites, data and any other electronic or communication technology provided by HPEDSB that exist today or may be developed in the future regardless of whether or not it may be used as a stand-alone device.
- e) **Shared Storage:** The online storage area accessible by more than one user. Users in the same department, location or function may have access to a common storage area to share files. Modern collaborative tools such as Google Workspace provide opportunities to share files without dedicated shared storage areas.
- f) **Terabyte (TB):** A measure of storage for computers, tablets, smartphones, and other computing devices. A TB is equivalent to 1,000 GB.
- g) **User:** Any individual authorized to access HPEDSB's Information Technology Resources through any electronic or communication activity by the user with any device (whether such device is personally owned or has been provided by HPEDSB) and regardless of the user's physical location. Users include but are not limited to employees, students, parents, volunteers, visitors, contractors, Trustees or any other authorized individuals.
- h) **User-Based Storage:** The online storage area provided to all staff and students to store their school/work-related electronic files and folders. Access to the user storage location is only granted to the individual user.

- i) **Primary Storage Location:** The default data storage location for a user group. The location allows for enhanced collaboration, searching, security and understanding of online storage structures.
- j) **Digital File:** A digital or computer file containing electronic information that is available to a computer program. Files are so named because they are the counterparts of the paper documents traditionally kept in file folders, usually stored in a file cabinet.
- k) **Google Drive:** A cloud-based storage service that enables users to store and access files online. The service syncs stored documents, photos and more across all the user's devices, including mobile devices, tablets and computers.

**4) APPLICATION AND SCOPE**

This procedure applies to HPEDSB employees, including Information & Technology staff responsible for managing IT resources and establishing digital file storage requirements for HPEDSB students, Trustees, and staff.

**5) USER-BASED STORAGE**

- a) All users with HPEDSB network accounts have access to cloud-based storage in Google Drive.
- b) Users will have a default storage location where data is stored by default. It is designated based on the main collaboration platform of a group and is meant to allow for streamlined collaboration and file sharing, whereas a secondary storage location is the non-default storage location for a user group. It can be used to supplement the storage limit available in the primary storage location and allow for more seamless collaboration with other users who have different primary storage locations.
- c) Cloud-based storage is built into some HPEDSB computers/devices and via a web browser on others, as follows:
  - i) Windows: the primary storage location is the default save location and can be accessed in the operating system. The secondary storage location can be accessed via a web browser.
  - ii) Chromebooks: Google Drive is the default save location for all users.
  - iii) iPads/iPhones/Phones: Google Drives apps can be used to access files in their corresponding storage locations.
- d) Primary storage locations and allocations (limits) by user group:

User Group	Primary Storage Location	Storage Limit (combined with email)
Classroom staff	Google Drive	Full-time staff (50 GB) Casual staff (25 GB)
Non-classroom staff (including Trustees)	Google Drive	School/Department accounts (50 GB) Generic position accounts (25 GB) Guest accounts (10 GB) Other, test, service accounts (10 GB)
Students' Google Drive	Google Drive	Grades K-4 (1 GB) Grades 5-8 (5 GB) Grades 9-12 (10 GB)

- e) The allocated storage quota per user group will be evaluated and adjusted on an annual basis (where possible, based on total storage space allocated to HPEDSB). Through the year exception process will be approved and paid out of school and departmental

budgets.

- f) The total storage space allocated to HPEDSB in Google Drive is based on the subscribed licensing plan. The allocation is subject to change as vendors modify their service offerings and terms of service. The pooled storage (roughly 100TB) available to HPEDSB in Google Drive is based on the total number of HPEDSB students.
- g) File backup/restore services for Google Drive will not be provided currently. Users will use the following safeguards:

Storage Location	Deleted Files	Modified Files
Google Drive	Individuals can recover deleted files from their recycle bin for up to 30 days after deletion. After that period, IT can recover deleted files for up to 20 days after removal from the recycle bin.	Individuals can replace the current version of a file with a previous one and the restored version becomes the new current version. Up to 100 versions of each file will be accessible for 30 days.

- h) Data retention for users who leave HPEDSB is as follows:

Storage Location	Staff Data Retention Period	Student Data Retention Period
Google Drive	6 months	6 months

- i) Period will start from date the user account is disabled.

**6) SHARED STORAGE**

- a) All shared storage will be available in the following locations, depending on use:
  - i) Network Storage
  - ii) Google - Shared Drives
- b) HPEDSB is moving to cloud-based shared storage; local network storage will be used only in limited amounts as defined by schools and department needs.

**7) ACCEPTABLE USAGE, ADHERENCE, AND ENFORCEMENT**

- a) A storage limit is imposed for every individual’s storage location to ensure that enough storage is available for everyone, and that storage is allocated and utilized in a financially responsible manner.
- b) HPEDSB expects acceptable and efficient use of its storage systems and services in accordance with all HPEDSB policies and procedures, including the Technology Use procedure, Freedom of Information and Protection of Privacy procedure, Records and Information Management procedure and District Code of Conduct and School Codes of Conduct.
- c) Digital file storage provisioned by HPEDSB is intended for authorized school/work-related use and is not intended for storing personal files and folders. Users found misusing HPEDSB’s storage system, and/or contravening the Digital File Storage procedure, may be subject to disciplinary action as per the Technology Use procedure.

**8) ROLES & RESPONSIBILITIES**

- a) Staff will:
  - i) Store files in HPEDSB-sanctioned cloud-based storage locations. Files should not be stored locally on the computer/device or unencrypted USB keys.
  - ii) Ensure that confidential or proprietary Board information is not disclosed;
  - iii) Provide a business justification for review and approval if additional storage space is required beyond the set storage limits; and
  - iv) All staff are responsible for the regular deletion of unnecessary files and folders.
- b) Students will:
  - i) Regularly delete their unnecessary files and folders; and
  - ii) Store files in HPEDSB-sanctioned cloud-based storage locations.
- c) IT Services will:
  - i) The enforcement of storage limits will be automated using software which will monitor data usage. Notifications will be sent to individual users as they approach or have reached their assigned limit.
  - ii) Users will still have access to their storage location but will no longer have the ability to save additional files once the assigned limit has been reached. Freeing up space by deleting unneeded or obsolete files will restore the ability to save and email.

**District references**

- Procedure 147: Technology Use
- Procedure 145: District Code of Conduct and School Codes of Conduct
- Procedure 195: Records and Information Management (RIM)
- Procedure 194: Freedom of Information and Protection of Privacy