

College of Health and Human Sciences Student Share (S: Drive) Policy

All students, faculty, and staff in the College of Health and Human Sciences (CHHS) are provided with access to a common shared file space known as the Student Share, or S: Drive. This drive is intended to be used for sharing files between faculty, staff, and students and is accessible from any CHHS computer as well as remotely via the College's Citrix environment. Because this information is accessed by a large number of individuals, the structure and security of the data is carefully managed. Below is a description of the default folders, or directories, and details related to how these folders can be utilized by faculty, staff, and students to share and exchange data.

At the root of the S: Drive is a folder for each unit. Inside each of these eight folders are several subfolders, including one for the courses in the department, i.e., "SOE Courses" and another for general file sharing, i.e., "SOE General Sharing."

"Courses" folder creation and maintenance

At the beginning of each semester, the Courses folder is filled with subfolders for each course offered by the department according to the CSU course catalog. In order to ensure data privacy and integrity, permissions are set on each of these subfolders that allow access to only the course's assigned instructor(s) and enrolled students. Course instructors are determined using the ARIES. Therefore, if an instructor is not assigned to a course in ARIES, s/he will not be able to access the course folder. Multiple instructors can be assigned to one course in a given semester. This assignment in ARIES is typically done by the unit support staff.

Each course folder contains three subfolders: Course Info, Students, and Assignments. Instructors and students have different levels of rights on each of these folders. Detailed information related to the permissions set on each of these folders can be found in the FAQs section of the CHHS IT Services website as well as on the root of S: Drive in a document named "HowToUseTheSDrive."

Before the start of each semester, the course folders are created, if they don't already exist, and permissions to access these folders are set based on information from the CSU course catalog. Since instructors may teach the same course across multiple semesters, no data is deleted from the Course Info folder from previous semesters during this process. However, the contents of the Assignments and Students folders are deleted every August as part of routine maintenance. An email notification is sent to all CHHS faculty announcing the date the content in these folders will be deleted. Data in the Course Info folder will remain unless the instructor deletes it.

To illustrate how this process works, take hypothetical course FSHN101. Professor John Doe was the instructor of FSHN 101 during the fall semester. John posted class notes to the Course Info folder and had FSHN 101 students drag and drop assignments into the Assignments folder. Some of the FSHN 101 students also shared files amongst themselves using the Students folder.

First example: FSHN 101 is offered during the following spring semester and John Doe is once again teaching the course. No data is removed and John will continue to have access to the FSHN 101 folder. John only needs to clear out any data from the Students folder that he doesn't want his incoming FSHN 101 students to access.

Second example: FSHN 101 is offered in the following spring semester, but John Doe is not an instructor in the spring. When the new folder permissions are applied, John and his fall students will no longer have access to the FSHN 101 folder and the spring students and instructor(s) of the course will. Once again, the data within the FSHN 101 folder is not removed. If John does not want the spring instructor(s) and students to have access to his data from the fall, it is his responsibility to remove the data before the start of the spring semester.

Final example: FSHN 101 is not offered during the following spring semester. In the following August, the contents of the Assignments and Students folders within the FSHN 101 course folder will be deleted. Content in the Course Info folder will remain untouched and will stay on the S: Drive indefinitely. John Doe and the students that were enrolled in FSHN 101 in the fall will no longer have access to the folder. John intentionally leaves the Course Info data in the FSHN 101 folder because he will teach the course again the following fall semester and will regain access to the folder at that time. Unless other instructors or students are assigned to the course, nobody will be able to access the course folder in the interim.

"Sharing" folder access and maintenance

The General Sharing folder is available for faculty/staff and students who are not associated by a course to share files. For example, information that a unit may want to distribute to all majors about advising or general course information could be placed in this folder. This sharing folder will be monitored for inappropriate content (see CHHS Acceptable Technology Use Policy, on the website).

This folder is intended for temporary sharing of files and will be cleaned of its contents every August. A notification email will be sent announcing the date that the folders will be deleted. If necessary, arrangements can be made for long-term, non-course related file sharing between faculty/staff and students and should be coordinated with the CHHS IT Group by contacting the CHHS Helpdesk. This communication and coordination is critical to maintain security and integrity, and to ensure the data continues to be included in the College's data backup system.