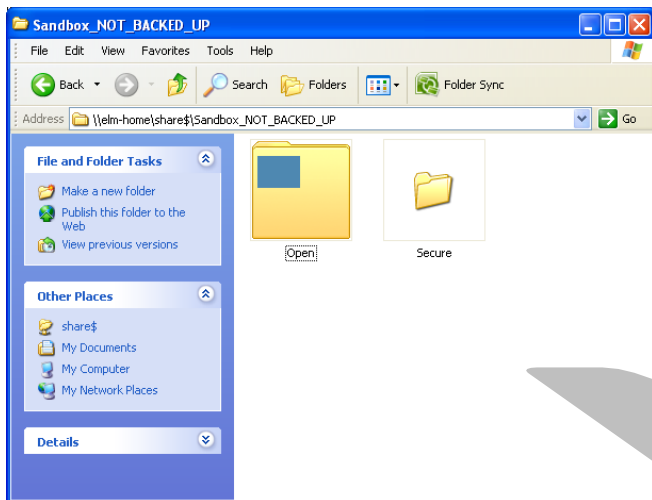


IT For Teachers and Staff

Sandbox File Share

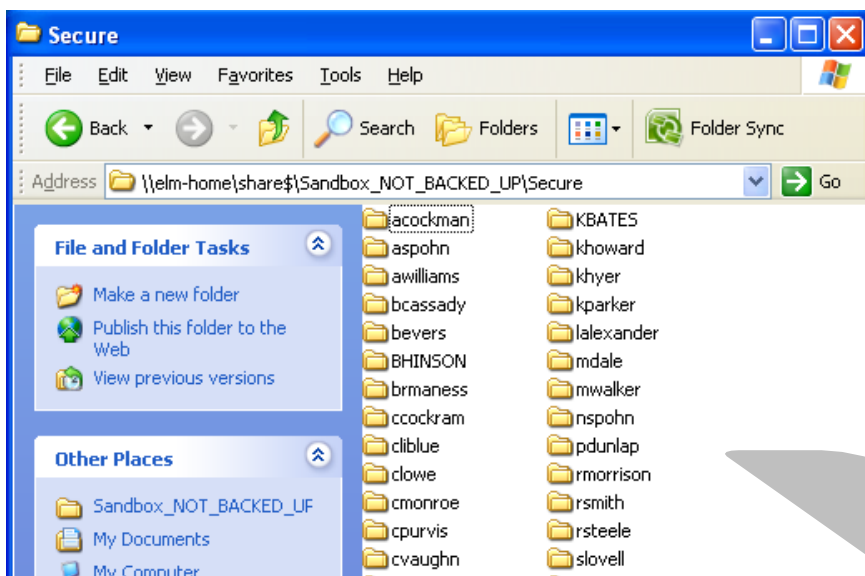
Created by Moore County Schools IT Department

Your home servers now have additional file storage, located under the Sandbox_NOT_BACKED_UP folder on the Share drive (S:). Under the Sandbox folder there are 2 sub folders, one named Open and the other named Secure.



All teachers and staff have access to the Open folder. Data stored in the Open folder is available to ANY teacher or staff member.

Students have no access to any folder under



The Secure folder has additional subfolders for each teacher. The "Sandbox_NOT_BACKED_UP \secure\your username" folders are designed to be confidential.

All data entered into your personal folder is available only to you.

There are no storage limits or quotas on any folders on the Share drive. In the event that a drive becomes full the IT department will send a report to your Media Specialist to help you delete or remove duplicate files.

The Sandbox folders are **not backed up**. However there are 2 images of the files taken daily. If you should lose a file you can restore it yourself. Please refer to the Previous Versions document for more details on how to easily restore files and folders that have been accidentally deleted. That document can be found on our website: www.ncmcs.org/it