



Fox C-6 Digital File Storage Options

There are plenty of locations and methods for storing files at school, but where SHOULD teachers store their files to ensure they are safe, accessible, and only viewable by their intended audiences?

Google Drive



- All staff members have access to Google Drive.
- Free, unlimited storage of all file types.
- Files are available anywhere there is access to the Internet
- Most flexible storage option.
- Files and folders can be shared with others for easy collaboration

Z: Drive



- All staff members have access to their own Z Drive with 5 GB of storage
- Files are private to the user who owns them
- Available on any district computer a staff member is signed in to on the district network
- Regularly backed up by the district
- Files will follow staff members when they get a new computer.

T: Drive



- Viewable by all staff AND STUDENTS in a building
- Only staff members can edit documents in T: Drive
- Not secure file storage
- Intended for teachers to share files with students

S: Drive



- All students and teachers in a school can edit S: Drive files
- The S: Drive is intended to be a place for students to submit files to their teachers

My Computer/Desktop



- Files saved on the local computer (desktop or My Documents) are not backed up and may be lost if a computer crashes.

Files available on computers logged on to the Fox C-6 Network.

Files available on staff members' district-issued computers.

Files are secure, backed up, and only available to staff members.

Files are NOT backed up, secure, and/or only available to staff members.

Files available on any web-enabled device.

Files available on mobile devices.