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

All students, faculty, and staff in the College of Applied Human Sciences (CAHS) 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 CAHS computer as well as remotely via the eCAHS system. 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 two subfolders: one for the courses in the department, i.e., “SOE Courses” and the other 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 only the assigned instructor(s) of the course and the enrolled students in that specific course access. Course instructors are determined using the SCAIT system. Therefore, if an instructor is not assigned to a course in SCAIT, 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 the SCAIT system is typically done by the unit secretaries.

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 permission sets on each of these folders can be found in the FAQs section of the CAHS IT Services website (http://www.cahs.colostate.edu/Technology/FAQs.aspx) as well as on the root of S: Drive itself in a document named “HowToUseTheSDrive.”

Before the start of each semester, the contents of and access to the Courses folder are updated. Information from the CSU course catalog is used to generate folders for the upcoming semester. Since instructors may teach the same course across multiple semesters, no data is deleted from any of the courses from previous semesters during this process. However, permissions on all of the folders are updated. An email notification is sent to all CAHS faculty announcing the date the Courses folder will be updated.

To illustrate how this process works, take hypothetical course FN101. Professor John Doe was the instructor of FN101 during the fall semester. John posted class notes to the Course Info folder and had FN101 students drag and drop assignments into the Assignments folder. Some of the FN101 students also shared files amongst themselves using the Students folder.
First example: FN101 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 FN101 folder. John only needs to clear out any data from the folder that he doesn’t want his incoming FN101 students to access.

Second example: FN101 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 FN101 folder and the spring students and instructor(s) of the course will. Once again, the data within the FN101 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 update date.

Final example: FN101 is not offered during the following spring semester. On the update date, the FN101 folder and all of the data that it contains are again untouched. It will stay on the S: Drive indefinitely. However, John Doe and the students that were enrolled in FN101 in the fall will no longer have access to the folder. John intentionally leaves the data in the FN101 folder because he will teach the course again the following fall semester, will regain access to the folder at that time, and nobody will be able to access it 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 the CAHS Acceptable Technology Use Policy, http://www.cahs.colostate.edu/Technology/Policy.aspx).

This folder is intended for temporary sharing of files and will be cleaned of its contents every six months. A notification email will be sent announcing the date that the folder will be cleaned. 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 CAHS IT group by contacting the CAHS 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.