Where to store content at school?

CONTENT TYPE	eT4L?	MOST APPROPRIATE LOCATION
Regularly accessed MS Office documents and files	YES	Daily use access to Office documents should come from the staff and student shares on eT4L
Documents from the past 3-4 years	YES	It's handy to have easy access to recent documents, but could they be on a Team Share in the cloud?
Older archived documents	NO	These belong either on external USB backup and in the team shares in the cloud
Educational videos used in class (MP4 files)	NO	Videos that the school has permission to use should be in Microsoft Stream or on Google Shared Drives
"Wet weather movies" (MP4 or other video types)	NO	These should be kept on original DVD or Blu-ray and played with a portable USB disc player when needed
Music Libraries (MP3 files)	NO	Copyright music should not be on the eT4L server. If users own it, they can place it in their personal cloud
Student multimedia work while in production	YES	While creating this content, eT4L shares can be used, for storage, but when complete, move to cloud
Each individual's personal files and documents	NO	While each student and staff member has a home folder, it's limited. Use your Google & MS cloud storage!
Backups of desktop or notebook PC hard disks	NO	Please DO NOT store backups in eT4L file shares or home drives – use your unlimited cloud storage
Photo Libraries and archives (JPG files)	NO	While it might be handy to have very recent photos of school events on the eT4L server, this can get out of hand quickly. Consider cloud storage, or investing in a Network Attached Storage (NAS) Server for your school

Consider ALL your storage options!

Google Drive and Shared Drives

Microsoft Stream

USB sticks

OneDrive MS Teams and SharePoint

NAS Servers

USB HDDs

REMEMBER! Back up important content and get advice from your local ICT support team