

What Goes Where: Best Practices for Storing and Sharing Information

	H Drive	S Drive	Microsoft 365 OneDrive	O365 Email	Google Apps (Drive, Docs, Slides, Forms, Sites)	MyEd	Brightspace
Storage	School Server	SBO Server	Cloud-based Canada	Cloud-based Canada	Cloud-based (Everywhere)	Cloud-based BC	Cloud-based BC
Access	Anywhere (files.saanichschools.ca) How To Resource	Anywhere (files.saanichschools.ca) How To Resource	Anywhere through login	Anywhere through login	Anywhere through login	Anywhere through login	Anywhere through login
Sensitive Student Information : summative information, gradebooks, interim reports, report card drafts, gradebooks, IEP/AIP drafts or updates, SBT minutes, behaviour plans, student designation information, student health information	✓	✓	✓	X	X	✓	✓
Classroom materials, assignments, formative assessments, assignment feedback, multimedia objects created by students	✓	✓	✓	✓	✓	✓	✓
Pictures and videos from the classroom	✓	✓	✓	X	X	✓	✓

Keeping data inside our District is always the safest option

- H Drive (School Server) or S Drive (School Shared Folder)
- Access H Drive or Shared Drive with files.saanichschools.ca from anywhere (link)
- Files.saanichschools.ca has a locally hosted Cloud Office Suite that allows edits on the web without files leaving the local servers

Keeping data inside the Microsoft Cloud inside Canada is the next best option (OneDrive)

- Only tools that store information inside of Canada are available
- Start a file on the desktop and then share it through OneDrive or create the file from your OneDrive and then share with others

Google is stored outside Canada, requires consent, and cannot be used for sensitive student information (link)

- Students and parents consent to the following: student first and last name, grade level, and SD63 identification number
- Classroom assignments, research notes, presentations, school-based projects, Multimedia objects created by students. This also assumes that there is education about not increasing the amount of personal information shared.
- Formative assessment (e.g., teacher comments, peer feedback, surveys, etc)
- Communication with teachers and other students related to educational purposes

Sensitive Student Information, is only to be stored within Ministry/District supported platforms

- **H, S, OneDrive** - Summative assessment information (report card drafts, behaviour plans, SBT minutes, excel gradebooks)
- **MyEd** - demographic information, student summative assessment information (proficiency, grades, descriptive feedback), attendance information, designations, IEPs
- **Brightspace** - student summative assessment information (proficiency, grades, descriptive feedback), student-generated content (assignments, portfolio posts and reflections), pictures, and videos from the classroom

Pictures and videos from the classroom

- Students can use their Google Drive to store and share pictures and videos of their assignments
- All other pictures of students should not be stored or shared through email or Google as files from these locations can be easily copied or downloaded.