

# **eAccess Guidelines**

Last updated 11/4/11

## **Purpose**

The District eAccess server is a temporary storage space for electronic files produced by District students and staff. eAccess is operated to assist students and staff with classroom learning and teaching. Since storage is in a central location, these files are available over the network in school buildings throughout the school district. The eAccess server also provides shared space where groups of students or staff can store files in a common location. Shared space allows a teacher to have access to student work and enables staff working in groups to collaborate on projects.

## **Uses of eAccess**

Since eAccess storage is temporary, it should be used for current working files that are being developed. Alternate storage locations or devices must be used for archival storage of files.

eAccess file space is limited to 300MB per account. This space should be sufficient for most purposes. Files generated for special projects (e.g., large movies, elaborate graphic displays) may not fit on the eAccess server and users must be prepared to use alternate storage locations or devices.

eAccess is not an application server. No commercial software may be stored or used on the eAccess server. When commercial software stored on the eAccess server is detected by Information and Technology, it will be deleted without further notice.

## **Remote access**

eAccess files are available from non-district locations with an Internet connection. See the appropriate documentation for your computer platform at: <http://eaccess.beaverton.k12.or.us>

## **Acceptable Use**

Before using the server, students and staff must review the District regulations regarding the use of electronic communications. Particular attention should be paid to the sections regarding privacy of data, password security, appropriate content, tampering, commercial uses, copyright, and virus protection.

### **eAccess Accounts and Passwords**

Staff and students are automatically assigned passwords for eAccess the evening following their entrance into the payroll or student information systems. School library staff and school-designated staff members will receive and distribute passwords to students and staff.

Password changes may be made using a web browser by going to:

<<http://bkey.beaverton.k12.or.us>>.

This will also change the password for any other district systems such as Google Apps accounts and FirstClass email for staff.

### **Account Deletion**

If a teacher/student is not active in the payroll or student information system during the nightly comparison, his/her name will be marked as *no longer active* and the individual's name will no longer appear on any eAccess reports. The *no longer active* user accounts will remain accessible to the user for 7 days to provide time to relocate/print files. After 7 days the account will no longer be accessible. After 6 months the account and all files on the eAccess server will be deleted. Should the user become an active student or employee within this 6-month window, the account and folder again become active and managed by staff at the user's physical location within the District.

### **Restoration of Lost or Corrupted Files**

No files will be restored/recovered with the following exceptions:

- Legally binding documents such as grades or teacher evaluations.
- Major student projects required for a grade.
- Other critical data requests will be considered on an individual basis because the recovery process is time-consuming and costly.

To request to have a document restored, fill out a Web Help Desk ticket or call the I.T. Help Desk at x4300. Include the name of the specific file(s) needed and the last date the files were saved.