	Technology Services Network Management Operations	SOP #	TS-NMO-005
		Revision #	
		Implementation Date	9/9/2015
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SOP Owner	Nelda Hanzi	Approval	Greg Rhodes
SOP Name	Disk space allocations		

Standard Operating Procedure

1. Purpose

The purpose of this document is to outline the disk space allocation given to students, employees, campuses and administrative departments.

2. Scope


Space is restricted through the use of disk quotas. Disk quotas are applied to home folders, areas of individual private disk space, and shared folders (areas of disk space accessible by multiple users of a campus or department). The amount of space per folder area will be defined in the procedure section of this document.

3. Prerequisites

Home folders, campus and departmental folders are created.

4. Responsibilities

Network Management Operations (NMO) is responsible for setting and managing disk quotas. Disk quotas are setup as a hard limit, meaning that when the limit is reached, no additional disk space is available. Requests for additional space are made through the district service request system.

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5. Procedure

#	Step	Responsibility
1	Employees and students have a home folder disk space restriction of 500 MB.	NMO
2	Elementary campuses have a shared space of 100 GB. Middle School campuses have 250 GB of shared space. High School campuses have 1300 GB of shared space.	NMO
3	Middle School Journalism folders have an allotment of 50 GB. Lab User folders have an allotment of 500 MB.	NMO
4	Administrative Department folders having a space limitation of 10 GB, include, Communications, SchoolAdm&Health, Payroll, GeneralAdm, Auditor, and Boardbook.	NMO
5	Administrative Departments having a space limitation of 25 GB, include, Finance, Insurance, and Superintendent.	NMO
6	Attorney has a space limit of 50 GB. Food Service Department has a limit of 75 GB. Transportation Department (Trans905) has a space limit of 300GB.	NMO
7	Global folder is a shared storage space accessed by all departments. The limit is 500 GB.	NMO
8	Campus and departmental space usage is monitored throughout the year as well as annual reviews of space allocations. Requests for additional space are made through the district service request system. Requests are reviewed and space awarded as warranted.	NMO