

File Saving & Network Access

EAS students are responsible for properly saving and backing up their work. Students are expected to save copies of digital work to each of the following locations:

- Their student network folder on the LWSD network (“s-drive” accessible only from school)
- Their USB flash drive (to transport files back & forth between home and school)
- A folder on a home computer (set up with the same subfolders as their network folder and flash drive)

Students should not save files directly to their netbook as this creates network syncing issues when students arrive at school and connect to the LWSD network.

The LWSD network is very secure, which means that students cannot access their individual network folders or the EAS shared data folders from home. Due to this, backing up files on their USB flash drive is essential! Students need to have their flash drive with them every day at school.