**Backing Up/Saving My Files – What Are My Options?**

**Why Back Up/Save Documents?**

\* Don’t need to recreate documents

\* Information can be used as evidence

\* You can back up in more than one place (but have to remember last update)

**Where Can I Back Up/Save Documents?**

\* Computer Hard Drive – on your hard drive, in the computer Documents folder

\* Flash drive – one that you carry with you

\* External drive attached to your computer. May use Time Machine to do hourly backups (MAC)

\* Staff server:it is dying-**NOT an option**, so you should take those documents and save elsewhere

\* “Private”, password protected webpage (like weebly)

\* “Cloud” server, like Mules Gmail account = Google Drive; DropBox

**How do I decide which is best for me? What is the purpose? Pros and Cons?**

|  |  |  |  |
| --- | --- | --- | --- |
| Option | Pros | Cons | Cost? |
| Your computer | \*Available without Internet\* If it is a laptop, even if the electricity is down, you have battery life | \*Can only access from that one computer\* If hard drive crashes, cannot retrieve | None |
| Flash Drive | \*Portable; hang on your key chain\*Works on any computer with same platform\*Does not need Internet\*Could have multiple drives for multiple purposes (school, sports, etc) | \*May be damaged, lost\*Limited space on drive\*Need to take it with you; may forget it at work/home\*Must be same platform\*Port needs to be compatible to drive (2.0 v. 3.0) | Depends on size |
| External Hard Drive | \*Can be set to backup on an automated schedule (Time Machine for MACs)\*Works on any computer with same platform\*Does not need Internet\*Portable if you need to | \*May be damaged, lost\*Need to take it with you; may forget it at work/home\*Must be same platform\*Port needs to be compatible to drive (2.0 v. 3.0) | Depends on size – $60-$130 |
| LHS Staff Server10.56.8.20 | \*Not in the ‘cloud’\*Managed by our tech team, physically housed on campus for greater control | \*Can only access on campus (as of 8/15)\*Need to remember your username and password\*Need to remember to regularly save manually\*If you leave LHS, it is deleted | None to you – school purchased server |
| Weebly Pro | \*Password protected for privacy\*Available through any computer with internet\*Option to make some pages public, other private\*Have option to have multiple sites under one account\*Can share with others via PW | \*Needs internet \*Anything in the ‘cloud’ can be hacked into\*If school does not continue subscription, $40/year\*Need to remember your user name and password\*Takes time to organize the information for a website | SY15-16: Campus Weebly subscription at LHS- $25/year |
| Cloud Storage (DropBox, Google Drive) | \*Available through any computer with internet\*Option to share documents with others at different levels of editing rights  | \*Needs internet \*The ‘cloud’ can be hacked into\*Need to remember your user name and password\*Need to navigate to the documents\*Possibility that document could be deleted by others | “Free” if you stay under a size limit |