

# Backing up data – WHY and HOW?

**Note: Your First Class mailbox and your Attendance/Gradebook do not reside on YOUR computer. That data is stored on servers that you connect to and is backed up by the Network Administrator.**

## Why should I backup or copy my files?

- **Accidental Deletion:** One of the most common problems with any computer is that people occasionally delete or overwrite files accidentally.
- **Hardware Failure:** Hard drive failure can occasionally happen. If your hard drive fails there may be no way to recover any of the data on the drive. If you did not have those files copied to a back-up disk all your work may be completely lost.
- **Computer Viruses:** Computer Viruses can be very malicious; erasing or rearranging information in files can be only the beginning. Although we are taking efforts to protect our systems from viruses, there is no such thing as being 100% protected since new viruses are created daily.
- **Theft or Vandalism:** If someone steals or damages your computer, your files may get damaged or stolen too. We can replace the hardware, but can you replace your work?

## How to backup your files?

In order to back up your files, it helps if you get into the habit of saving everything to one location, like **MY DOCUMENTS**. You can still organize your files within **MY DOCUMENTS** by creating folders for storage.

You can backup your files in several ways:

- **Floppy Disks (select files and copy to the floppy)**
- **Writable CDs (you must have a CD burner to do this)**
- **Pen Drives (these run about \$20 for 128mb), (select files and copy to the pen drive)**
- **Server (if you have access to a server) – some of you may have access at this time – the technology dept. is working to get everyone access – during that process you will want to choose one of the other methods**

Note: Floppy disks hold 1.44mb of data. The pen drive mentioned above holds 128mb - that is the same as 88 floppy disks.

You will want to backup your files on a regular basis, depending on the importance of your files (letters to parents, tests, study guides, worksheets, lesson plans, etc.). Label all discs.

In the case of theft or fire, you may want to take your backups home or to a secure location, or have a second backup that you keep at home.

Backup daily, or weekly, or as often as you feel your changes warrant it. Just make sure you back up your documents! Label everything so you know what you have, and then store everything in a safe place. Please remember, if a computer fails for some reason, the damage may be so severe that we may not be able to retrieve any of your documents. There have been instances where a computer has failed and the user lost everything because they did not have a backup for any of the documents.

The Technology Department can help you. Some of the campuses will be offering mini training sessions. We can also come to your classroom and help you. Contact Mary K. Rabe for Hunt/French campuses, Paula Brown for Junior High/High School and Frances Vaughn for District.

**SAVING:** Save your work often. Always save on your computer first. Then save to a disk if it is worthy of backup.

**Note: You can order a 128mb pen drive from CDW-G for \$19.00 (SimpleTech 128mb flash drive #527852). Check with your Technologist first.**