



Network Drive Policy

UNDERSTANDING AND USING YSU NETWORK BASED FILE STORAGE

Purpose:

The purpose of this policy is to identify and provide understanding and utilization guidelines and requirements regarding network-based storage space provided by Information Technology Services (ITS) to all Youngstown State University students, faculty and staff.

What is a Network Drive?

A Network Drive is typically disk-based storage connected to a server on the network. A network drive can also be thought of as a “remote” drive as it is available over the network, to the properly authorized user, from any computer connected to that network.

Information Technology Services (ITS) provides centralized network file storage, and sharing to individuals, groups and departments across the University. This storage is provided by means of a network drive, known as the Y-drive, available as a service to you upon logging into the YSU Network. The use of the Y-drive is encouraged for University business-related content as files you store using this service:

- *Are access protected using your directory account and password*
- *Are accessible to you anywhere on the YSU network*
- *Are accessible to you off-campus using a secure connection to the YSU network*
- *Are more reliability stored on the Network Drive than disk drive(s) on an individual PC*
- *Are backed up nightly in the event of a disaster*
- *Are more secure than files stored on an individual PC*

While a YSU Y-drive is available for your use on an individual basis, network drives can also be requested for the purpose of sharing files and data within your department and for various other purposes.

Types of Network Drives:

Information Technology Services (ITS) currently provides network drives in four (4) separate categories:

1. Individual drive (Y-drive also called the “home directory”) – 1 GB

An individual Y-drive is automatically created for each faculty and staff member. Y-drives can also be created upon request for student employees (once this service is in production for YSU employees, ITS will evaluate extending the service to all YSU students). After your directory account has been created, the first time that you log into the YSU network a Y-drive is created for you. YSU guest accounts also receive a Y-drive upon first logging on to the YSU network.

Note responsibilities regarding “sensitive data” as defined in YSU Guidebook policy [4012.01 Sensitive Information](#)

2. Departmental drive – 5 GB

Academic and administrative departments can request a department drive for the purpose of storing AND SHARING files between two or more faculty/staff/student employees within the department. All department drive participants must have a YSU directory account to access a department drive. Files in this storage space are shared among those who have been identified as needing access. The department head determines who has access to all files on the drive as



Network Drive Policy

UNDERSTANDING AND USING YSU NETWORK BASED FILE STORAGE

well as the type of access. Access types are “read-only” or “modify” and are granted on an account-by-account basis. Access restrictions based upon an individual file or subfolder basis are not available.

3. Sponsored Research drive – 10 GB

A research drive is available to faculty/staff and students associated with sponsored research projects. Access is on a per account basis by directory account. Approval and management of such drives follows the same guidelines as per Departmental drives.

4. Student Group drive – 5 GB

Official student organizations (i.e., those student groups recognized by the Office of Student Life) can request a shared drive similar to a departmental drive regarding access and drive management.

A drive shared by a group requires that all members of the specified group be operating on computers joined to the ysu.local domain.

Note responsibilities regarding “sensitive information” as defined in YSU Guidebook policy [4012.01 Sensitive Information](#)

Note the shared drives ARE NOT available specific to a YSU class or course. The Blackboard 9 Learning management system is provided and supported for this and other course related needs.

Note that NO EXCEPTIONS will be made to the requirement of a directory account in order to request, receive, and/or gain access to a network drive, individual or shared. A YSU Guest Account process exists for such purposes. ([Reference?](#))

How do I request a shared Network Drive?

A shared network drive (departmental, research or student) can be requested by requesting a work order for such with the YSU TechDesk. In all cases, the full name, directory account, Banner number and contact information of the requester. Other required information is indicated as such on the form and requests for a shared drive will require that all information regarding the share to be complete before the application will be processed. The administrative supervisor must indicate approval of the request through his or her signature for a departmental or a research shared network drive. Student organization sponsor approval with signature is required for a student organization shared network drive. In all cases the signature authority has responsibility for management of and the appropriate use and compliance with Youngstown State University policy(ies).

How do I access my Network Drive?

Windows users connected directly to the YSU network (i.e., on campus and not using a VPN [Virtual Private Network] connection) are automatically “mapped” to the Y-drive. It appears in the “My Computer” folder as a virtual drive available for common use (e.g., save, copy, paste, etc.).



Network Drive Policy

UNDERSTANDING AND USING YSU NETWORK BASED FILE STORAGE

For Windows computers connecting from off campus a connection must be made over a secure Virtual Private Network (VPN). Got <http://vpn.ysu.edu> to get started establish a VPN connection to YSU. Connecting to your actual network drive varies by Windows operating system:

- *For **Windows XP**, select RUN under the start menu and enter the Universal Naming Convention (UNC) path. For non-confidential shares this is typically the following without quotes: "\\tank.ysu.local\YourDirectoryAccountName (e.g., \\tank.ysu.local\jmsmith)*
- *For **Windows 7 or Windows Vista**, enter the Universal Naming Convention (UNC) path in the search box on the start menu. For non-confidential shares this is typically without quotes: "\\tank.ysu.local\YourDirectoryAccountName (e.g., \\tank.ysu.local\jmsmith)*

Macintosh users whether connecting directly on campus or from off campus and Windows users connecting from off campus must manually "map" to their network drive:

- *For **OS X**, select CONNECT to SERVER under the GO menu in Finder. In the SERVER ADDRESS box, enter the path, without quotes, as "smb://tank.ysu.local/YourDirectoryAccountName.*
- *In the window that appears, ensure that the Connect as Registered User button is selected*
- *Enter your directory account name prefixed with "YSU\" without the quotes. For example YSU\jmsmith*
- *Enter your directory account password*

Are network drives secure and reliable?

YSU Network Drives deliver increased security and reliability compared to how data is typically stored/safeguarded on the hard drive of your PC. Clearly, sensitive information stored on a stand alone PC hard drive is relatively easy to access by someone who gains physical access to the PC you use. Additionally, PC hard drives typically lack regular maintenance and redundancy making drive failures more likely and failure recovery more difficult or impossible.

In contrast, sensitive information stored on the network and/or on backup tapes enhances security by multiple means including the technical knowledge required to navigation a more sophisticated technology environment. From a reliability standpoint, network drives exist in the data center and are "mirrored" in such a way that when one drive fails the data is already duplicated on another drive. Recovery is often a simple matter of replacing the failed drive with a blank drive and permitting the system to rebuild the replacement drive via the mirroring process.

What are permissible uses of YSU Network Drive space?

The Y-drive and shared network drive use is intended for YSU-related storage needs. To safeguard these university assets, it is important that YSU Network Drive storage space not be used for data, files, images, etc. that violate copyright, are of a purely personal nature or would likely be considered inappropriate in an audit of YSU data storage. See also:

[Acceptable Use of University Technology Resources \(4009.01\)](#)

[Sensitive Information Policy \(4012.01\)](#)

[Records Management Policy \(9009.01\)](#)



Network Drive Policy

UNDERSTANDING AND USING YSU NETWORK BASED FILE STORAGE

What if I need more Network Drive space?

The need for more network drive space is predicated upon the effective and efficient utilization of space already provided to you. Before requesting additional network drive space, BE SURE that you have reviewed the current content of your Network Drive and have appropriately eliminated any redundant and/or unneeded files and data.

If you have not previously received an additional Network Drive space allocation and your current drive is over 50% utilization, contact the YSU TechDesk at extension 1595 or techdesk@ysu.edu to request a work order for addition space in an amount equal to the original allocations (e.g., an individual Network Drive will be increased from the original 1GB to a total of 2GB based upon the the first request for additional space).

If you have previously received additional Network Drive space, contact the YSU TechDesk (extension 1595 or techdesk@ysu.edu) for consultation. A justification for more space based upon benefit of such to current strategic initiatives will be required. After examination of the justification and a review of activity levels concerning the associated drive the status of the request, approved or denied will be communicated.

Are Network Drives Permanent?

Actively and appropriately used Network Drives will be maintained on the YSU Network for currently faculty, staff and students. The approving authority of a shared network drive can have a share and all of its contents removed by submitting a request, in writing, to the YSU TechDesk. Only the original requester of a shared network drive and/or his or her supervisor may request that a shared Network Drive be removed. A signed confirmation memo will be required. To eliminate a share and all associated data the following information is required in writing:

- *Full name and directory account of authority requesting removal of shared network drive and data*
- *Name of the shared network drive*
- *Date that the shared network drive should be removed*

Network drives, individual or shared, that have not been accessed within one year may be eliminated along with all associated content. The YSU TechDesk will contact the network drive owner in writing to verify the network drive is still needed. Information Technology Services (ITS) reserves the right to eliminate the network drive and all associated content if the owner does not respond within twenty (20) business days subject to applicable policies including:

[Acceptable Use of University Technology Resources \(4009.01\)](#)

[Sensitive Information Policy \(4012.01\)](#)

[Records Management Policy \(9009.01\)](#)

Network Drive Backups:

Information Technology Services (ITS) backs up all network drive content in case such is needed for disaster recovery. ITS is not provisioned to recover individual (i.e., non-system wide) files, files versions, lost files, etc. once deleted. Management of Network Drive space is the responsible of individuals with access to that space.