CPS Data and Account Management

Employees |

This also includes student teachers, Edustaff substitutes, and other CPS partners.

- Microsoft OneDrive
    - Default Size limit: 1TB[1]
    - Access Removed: At separation
    - Deleted file recovery: 30-day basic inline recovery, 2-year restore for active employees from backup service.

- Google Drive
    - Default Size limit: 300GB[2]
    - Access Removed: At separation
    - It is recommended that employees move documents that will be needed by their department after their separation to a shared google drive before leaving.
    - Personal content can be transferred out via Google Takeout
    - Deleted file recovery: 30-day trash recovery, 2-year restore for active employees from backup service.

- Email (Microsoft Outlook)
    - Default Size limit: 50GB
    - Access Removed: At separation
    - Retention: 1 year

Separation dates are based on BusinessPlus last day worked for CPS employees

[1] *Can be expanded up to 5TB per user*
[2] *Can be expanded on request - entire organization has a total volume allowed of 124TB*

Students

- Microsoft OneDrive
    - Default Size limit: 1TB
    - Access Removed: At separation
    - Deleted file recovery: 30-day basic recovery, 93 days restore

- Google Drive
    - Default Size limit: 100GB
    - Access Removed: At separation or September 1 for previous year's graduates
    - Content can be transferred out via Google Takeout
    - Deleted file recovery: 30-day trash, 25 days restore (after trash, or if directly). Separated students google data is saved for 120 days.

- Email (Microsoft Outlook)
    - Default Size limit: 100GB
    - Retention: 1 year

Global file shares

- School Share Drive Files (Often G:)
    - 60 day recovery window for files located here.

Windows Devices

- CPS owned Windows devices that do not connect to our network within 90 days may be deleted. This will prevent them from connecting and accessing local resources. These devices will remain in our asset tracking system and can be reimaged/reconnected.

- Student 1TO1 Devices are deleted for reimaging annually, July 15th (or next business day) each year.

- Academic devices need to be updated annually

Student Restrictions

- All student restrictions will be lifted annually, July 15th (or next business day) each year