

COMPUTER SCIENCE DEPARTMENT NOTE 5230

From: Chair, Computer Science Department

Subj: RESPONSIBLE DISK USE ON CS DEPARTMENT SERVERS

- 1) Background. Individuals are granted access to Computer Science Department computing systems for academic, administrative and research activities. Disk space on department servers is a finite resource and must be allocated and managed in an equitable manner. The following filesystems are *regularly backed up* by the Systems Administrators, including incremental daily and weekly backups:
 - Windows X:\ and W:\ filesystems (faculty/staff/student).
 - Windows "My Documents" folder (faculty/staff).
 - UNIX home directories (faculty/ staff/student).
- 2) Action.
 - a) General. All users who can write to server disk space are responsible for backing up their own files *if they are not already being backed up via the regularly scheduled backups* listed above. Users shall not do redundant backups to server disk space (for example, copying an entire PC disk or large portion of the disk to the Sun file server).
 - b) Faculty. There is no disk quota for faculty. Faculty are provided an external disk for archiving files on filesystems not listed in paragraph 1. Faculty are responsible for prudent use of server disk space.
 - c) Staff. Staff members shall follow the guidance of paragraphs 2a and 2b.
 - d) Students. Midshipmen shall follow the guidance of paragraph 2a, and:
 - (1) There is a disk quota on each student account, as follows: X:\ - 2 Gb, W:\ - 500 Mb, UNIX home directory – 500 Mb. If disk space is available this limit can be increased for academic purposes on a case-by-case basis upon the recommendation of a faculty member and approval of the Systems Committee Chair.
 - (2) Except for legitimate academic purposes, the following types of files shall not be stored on CS Department servers: copyrighted song or video files in any format and copyrighted CD images in ISO or other formats.
 - (3) Server resources shall not be used to store files that are not related to the education, research, and administrative activities that support the Naval Academy mission.
 - e) System Administrators may disable accounts not in compliance with 2.d (2) above and inform the chain-of-command.
- 3) Revision. This notice shall be reviewed annually by the Chair, Computer Science Systems Committee.