

# District-Supported Collaboration & Storage Solutions

Solution		When to Use	When not to use	Accessible from home	Available to
<a href="#">OneDrive for Business</a>		<b>Use for:</b> <ul style="list-style-type: none"> <li>- Individual use</li> <li>- Share/collaborate with an ad hoc group of people</li> <li>- Share files with external users (external data sharing of sensitive information requires MOU &amp; DSA )</li> </ul>	<b>Not for:</b> <ul style="list-style-type: none"> <li>- Team/department collaboration</li> <li>- Confidential data sharing</li> </ul>	Yes	Available to all staff and students
<a href="#">SPS Connect (SharePoint)</a>	<b>SharePoint Online</b>	<b>Use for:</b> <ul style="list-style-type: none"> <li>- Team/department collaboration</li> <li>- Project-based collaboration or file sharing</li> <li>- Archival of documents</li> </ul>	<b>Not for:</b> <ul style="list-style-type: none"> <li>- Individual storage site</li> <li>- Store old emails</li> <li>- Confidential data sharing (external data sharing requires MOU &amp; DSA)</li> </ul>	Yes	Available to JSCEE via <a href="#">SharePoint Site Request form</a>
	<b>Secure Connect</b>	<b>Use for:</b> <ul style="list-style-type: none"> <li>- Limited access to confidential information</li> </ul>	<b>Not for:</b> <ul style="list-style-type: none"> <li>- Store old emails</li> </ul>	No	We are currently in the process of building a school site template, to be available in late Fall
<a href="#">Schoology</a>		<b>Use for:</b> <ul style="list-style-type: none"> <li>- Classroom based collaboration (courses) with students, parents</li> <li>- Curriculum based collaboration (groups) teacher-teacher</li> </ul>	<b>Not for:</b> <ul style="list-style-type: none"> <li>- Department collaboration</li> </ul>	Yes	Available to all staff and students with courses pre-built for teachers and students based on PowerSchool  To request a Schoology group, talk to your school librarian
<b>Department/School File Share</b>		<b>Use for:</b>	<b>Not for:</b> <ul style="list-style-type: none"> <li>- Individual use</li> </ul>	No	

	<ul style="list-style-type: none"> <li>- Cross-departmental file sharing/transfer</li> </ul>			
<a href="#">School Messenger Presence (was SharpSchool)</a>	<b>Use for:</b> <ul style="list-style-type: none"> <li>- Publish information, forms to community members on public district and school sites</li> <li>- Publish information, forms or other references to employees on MySPS</li> <li>- Schedule items to expire to keep websites current</li> <li>- Anonymous public access</li> </ul>	<b>Not for:</b> <ul style="list-style-type: none"> <li>- Collaboration on documents</li> <li>- Archival – must have source document stored elsewhere</li> </ul>	Yes	Contact your department/school webmaster to publish information
<a href="#">Skype for Business</a>	<b>Use for:</b> <ul style="list-style-type: none"> <li>- Ad hoc (video) chatting or instant messaging with individuals or groups</li> <li>- Ad hoc voice communication (SPS employees only)</li> <li>- Ad hoc Screen Sharing</li> <li>- Online collaborative meetings or presentations with SPS employees or external partners</li> </ul>	<b>Not for:</b> <ul style="list-style-type: none"> <li>- Confidential data sharing</li> </ul>	Yes	Available to all staff
<a href="#">Class Notebook</a>	<b>Use for:</b> <ul style="list-style-type: none"> <li>- Classroom based collaboration</li> </ul>	<b>Not for:</b> <ul style="list-style-type: none"> <li>- Document storage</li> </ul>	Yes	Available to all staff and students via Office 365 or Schoology.