

# G Suite

Information for  
Parents & Guardians



# Contents

<b>Information for Parents and Guardians</b>	<b>3</b>
What is G Suite for Education	3
What is the difference between G Suite and G Suite for Education?	3
What if I have questions or concerns about my child's access to G Suite for Education?	3
<b>Privacy information and personal data collection</b>	<b>4</b>
What personal data is collected?	4
How is the data used?	4
Is this data secure?	4
When is data deleted?	4
Where is the data?	4
What happens if a student needs to retrieve data?	4
Who owns the data?	4
<b>Safety</b>	<b>5</b>
How is my child protected when using these online tools?	5
How can you help protect your child's information?	5
<b>What products are included in G Suite for Education?</b>	<b>6</b>
<b>G Suite for Education Tools</b>	<b>6</b>
How will my child use G Suite products?	6
Google Classroom	6
Google Meet	7
Google Drive	7
Google Docs, Slides, Sheets, Forms	8
Google Sites	8
Gmail	9
Google Calendar	9
Google Contacts and Groups	10
Google Apps Script	10
Google Drawing	11
Google Jamboard	11
Google My Maps	12
Google Photos	12
<b>Other Google Apps and shortcuts available on the Google Drive menu</b>	<b>13</b>
<b>Other Google apps available</b>	<b>13</b>
<b>Approved Apps available from the Google Workspace Marketplace</b>	<b>13</b>
<b>Approved Apps available from the Google Play Store</b>	<b>13</b>
<b>Approved Apps available from Chrome Web Store</b>	<b>13</b>

## Information for Parents and Guardians

This guidance is for parents and guardians of students who are using the Department of Education and Training, Victoria (known as VIC DET) provisioned G Suite for Education platform.

In this document, please find information on:

- **Privacy information and personal data collection**
- **Safety**
- **G Suite for Education Tools**

### What is G Suite for Education?

G Suite for Education is easy to use, flexible and scalable, collaborative, and secure by design. All G Suite for Education tools meet high security and privacy standards to keep schools, students and their data safe. G Suite enables secure learning environments with a comprehensive set of security features so we can set policies, control user access, monitor data, and quickly respond to security issues. G Suite for Education is selected as a tool for Victorian schools so we can:

- **help every student do their best work, by introducing flexible and personalised learning.**
- **help educators put more time back in their day, and connect more meaningfully with students.**
- **help parents, guardians and families support their children while distance learning and foster the important connection between the school and the home.**
- **help IT Administrators set up and manage education tools and settings, with the ability to scale as the unique requirements of school changes.**

[Please visit this Google for Education video guide for parents.](#)

### What is the difference between G Suite and G Suite for Education?

G Suite for Education is a suite of Google apps tailored particularly for schools. G Suite tools are cloud based and provide access to online and offline learning. G Suite for Education does not include marketing or advertisements.

### What if I have questions or concerns about my child's access to G Suite for Education?

If, after reviewing the information you have questions or concerns about your child's access to G Suite for Education, please contact your child's school. Should you decide to opt out of this product on behalf of your child, alternative arrangements for undertaking schoolwork will be made by the school.



## Privacy information and personal data collection

### What personal data is collected?

To access G Suite for Education, students' personal information and data will be stored and processed by Google in order to provide VIC DET students with G Suite Education services.

Personal information and data includes:

- **Student department username**
- **Student department email address**
- **Student year group**
- **School name**
- **Any personal system settings such as preferred language, and any content created by a student (including text, images, sound and multimedia)**

Some of this information may be accessed by VIC DET support staff to resolve a technical issue, or where required by law. This information is leveraged to control access to G Suite Education services and access to student work.

As part of providing its services, Google may also collect device information, log and location information as detailed in [Google's Privacy Policy](#).

### How is the data used?

Google stores and processes personal information only to provide the G Suite for Education services.

Google limits its storage and processing of personal information within G Suite for Education to provide additional protection for students using this platform.

G Suite for Education does not allow Google to collect or use student data for advertising purposes, or to create advertising profiles. G Suite for Education users don't see ads when they use Google search when

signed into their G Suite for Education accounts.

Google runs automated scans of Gmail to keep its customers secure and to improve their product experience. In G Suite, this is limited to virus and spam protection, spell check, relevant search results and features such as Priority Inbox and auto-detection of calendar events.

Details of Google's use of data in G Suite for Education can be found in its [Terms of Service](#)

**Google will only disclose this data at the direction of the VIC DET or if compelled to do so by law.**

### Is this data secure?

Google is committed to protecting the privacy and security of all of their users, including students. Google has strong security systems in place to keep personal information secure, including an encrypted HTTPS (secure web transfer) connection.

Google's physical data centre access is restricted to authorised personnel, and multiple layers of physical security are implemented. Google Support personnel are only able to access user data in extremely limited circumstances, and subject to rigorous approval and oversight.

Google builds and operates their own secure servers and platform services, and makes it easy for administrators to monitor and manage data security. [Watch video](#).

### When is data deleted?

Unless required by law, Google will delete *customer-deleted* data from its systems within 180 days of VIC DET deleting a student's account.

### Where is the data?

Student data is stored across Google's global data centres. Learn more about [Google's Data Centres](#).

### What happens if a student needs to retrieve data?

Administrators have access to Google Vault. Please note: Students will never be able to use Google Vault as an application. The purpose of Google Vault is for administrators and legal personnel to retain, hold, search and export data in support of VIC DET's data retention and needs. It supports Gmail, files in Google Drive and recordings in Google Meet. Only VIC DET administrative users who are set up with Vault can access the tools.

### Who owns the data?

VIC DET owns the data including all student details. Google's responsibility to keep it secure.

**Google Privacy Information:** More information on Google Cloud and Australian Privacy Principles can be found [here](#). Complaints regarding Google's management of this service should be directed to Google or the [Office of Victorian Information Commissioner](#). Further information on how Google uses personal information may be accessed at: [G Suite for Education Privacy and Security Centre](#)

### VIC Department of Education privacy information: [VIC DET Privacy Policy](#)

Questions about privacy can be directed to the Department's Privacy team who can be contacted via email: [privacy@education.vic.gov.au](mailto:privacy@education.vic.gov.au)

There is also a privacy complaints process [available here](#).



## Safety

### How is my child protected when using these online tools?

The Department considers student safety to be of paramount importance. Accordingly, relevant settings are enabled on the Department's G Suite License to ensure that students are protected from unauthorised contact. This includes:

- **Student email, if enabled, is restricted to users within the Department (Please note: a School Principal can elect to enable external email for students)**
- **Students are not able to be contacted by persons from outside the Department's G Suite environment (Please note: a School Principal can elect to enable external contact for students)**
- **Sharing of documents is limited to users within the Department G Suite environment**
- **If videoconferencing has been enabled at your child's school through Google Meet, only the teacher can initiate a call, students are not enabled to call each other or people outside the school organisation.**

Students will not receive advertising or marketing materials through their G Suite for Education accounts. Students will not be contacted directly by Google. Should you or your child be contacted by someone claiming to be from Google, you should contact your child's school immediately.

### How can you help protect your child's information?

- **Remind your child to keep their password safe and not share it with others.**
- **Talk about appropriate use of technology at home and at school**
- **Remind your child that anything uploaded to G Suite for Education may be viewed by teachers**

- **Encourage your child to log into the Google Chrome browser using their school account. This will enable a safer internet browsing experience, including the removal of unwanted advertising.**

Students can safely share and save school related work. This includes:

- **A class presentation**
- **Conversations about classwork or assignments**
- **School related contact details**
- **Class related media - videos, photos, audio, document files**
- **Whiteboard notes**
- **Emails between students regarding schoolwork (if enabled)**

Students should not share personal or sensitive information about themselves or other students or their teachers online. This includes:

- **Personal mobile or home phone numbers or home address, including that of other students**
- **Personal photographs and video clips unrelated to schoolwork**
- **Sensitive information such as health details, including that of other students**
- **Bank account details**
- **Information that could be used to discriminate against the student or another including information about racial or ethnic origins and/or religious or political belief**

We encourage parents/carers to visit the [eSafety Commissioner](#) website where there is helpful advice for parents to help their children have safe, enjoyable experiences online.

## What products are included in G Suite for Education?

The Department has approved the use of the following products within the G Suite for Education platform:

- Google Classroom
- Google Drive
- Google Docs, Sheets, Forms, Slides
- Google Sites
- Google Calendar
- Google Groups and Contacts
- Google Apps Script
- Google Jamboard
- Google Drawings
- Google My Maps

School Principals can request for the following products to be enabled:

- Google Meet
- Gmail

The online services offered within the G Suite for Education platform may be updated from time to time but are only made available to students once they have been reviewed and approved by the Department.

## G Suite for Education Tools

### How will my child use G Suite products?

Students are issued with a department username, email address and password by their school. They will use this information to login to G Suite for Education products.

We recommend that your child accesses G Suite products using the Google Chrome browser. If your child signs into the Chrome browser, it will enable an education experience of Chrome, e.g. will not see any advertisements when using Google to search. Your child can also log in to their Google Drive account in the browser.

If your child is using a shared family device, please check which family member account is signed into the Chrome browser and Google Drive. It is possible to be logged into the browser and drive with different accounts at the same time.



### Google Classroom

Google Classroom is a virtual, online classroom environment that can only be set up by a teacher at your child's school. Only students who are added to a Google Classroom by a teacher can access the environment.

Within Google Classroom, teachers can post updates, create assignments, schedule video conferencing sessions via Google Meet and share resources. Students can upload work and use Google Classroom to communicate and collaborate with their peers and teachers.

If you would like to find out more, please [watch this short video](#)

Here are some of the settings in place to ensure Google Classroom is safe and secure:

STUDENTS CAN:	YES	NO
Create a Google Classroom space		X
Join a Google Classroom when invited by their teacher	X	
Invite other students to a Classroom		X
Invite an external user into the Classroom*		X
Complete assignments and submit them to their teacher	X	
Start a private chat with other students		X

\*A School Principal can elect to enable external access to Google Classroom for students. If this feature is enabled, only a teacher can invite external users to a Google Classroom. Students will not be able to.



## Google Meet

Google Meet is a videoconferencing product that enables teachers to meet their students online. Your child can only be invited to a Google Meet by their teacher, who will issue a join code for the meeting. When using Google Classroom, students can access a unique link and code to join a Google Meet. Google Meet includes live captioning to assist students who may benefit from using captions during a Meet session.

If you would like to find out more, please [watch this short video](#)

Please note, this feature is automatically disabled by the Department of Education. A School Principal can enable Google Meet for their students and should inform parents. Teachers are able to invite external users to join a Google Meet.

Here are some of the settings in place to ensure Google Meet is safe and secure:

STUDENTS CAN:	YES	NO
Plan a meeting		X
Start a meeting		X
Invite external users into a meeting		X
Join a meeting created by a teacher	X	
Contribute to chat, if teacher turns on chat feature in the meet session	X	
Create private chats		X
Be in a Google Meet without a teacher		X



## Google Drive

Google Drive is an online cloud storage system where students can access and create all of their documents in one place. Within a Google Drive, students can create and access Docs, Slides, Sheets, Sites, Forms, Drawing, App Script, Jamboard and Maps.

Here are some of the settings in place to ensure Google Drive is safe and secure:

STUDENTS CAN:	YES	NO
Create Docs, Slides, Sheets, Sites, Forms, Drawing, Jamboard and Maps	X	
Share Docs, Slides, Sheets, Sites, Forms, Drawing, Jamboard and Maps with other students and teachers	X	
Download Docs, Slides, Sheets	X	
Share their drive with an external user*		X

\*A School Principal can elect to create a shared drive and enable student and external user access. Students are unable to share a personal or shared drive externally.



### Google Docs, Slides, Sheets, Forms

Google Docs is a word processing tool that students can use to create documents. They can create Docs collaboratively with other students by sharing the document.

Google Slides is a presentation tool that students can use to create visual presentations. They can create a presentation collaboratively with other students by sharing the slide deck.

Google Sheets is a spreadsheet tool that students can use to collect and present data. They can create Sheets collaboratively with other students by sharing the document.

Google Forms is a tool available that can be used to create assessments and quizzes. Students can create Google Forms and share them with others. It will automatically generate a Google Sheet displaying all of the data collected.

For more information on Google Docs, Slides, Sheets, Forms, [please watch this short video](#).

Here are some of the settings in place to ensure Google Docs, Slides, Forms and Sheets is safe and secure:

STUDENTS CAN:	YES	NO
Create Google Slides, Docs, Sheets, Forms	x	
Share Google Slides, Docs, Sheets, Forms with other students and their teacher	x	
Share Google Slides, Docs, Sheets, Forms with an external user		x

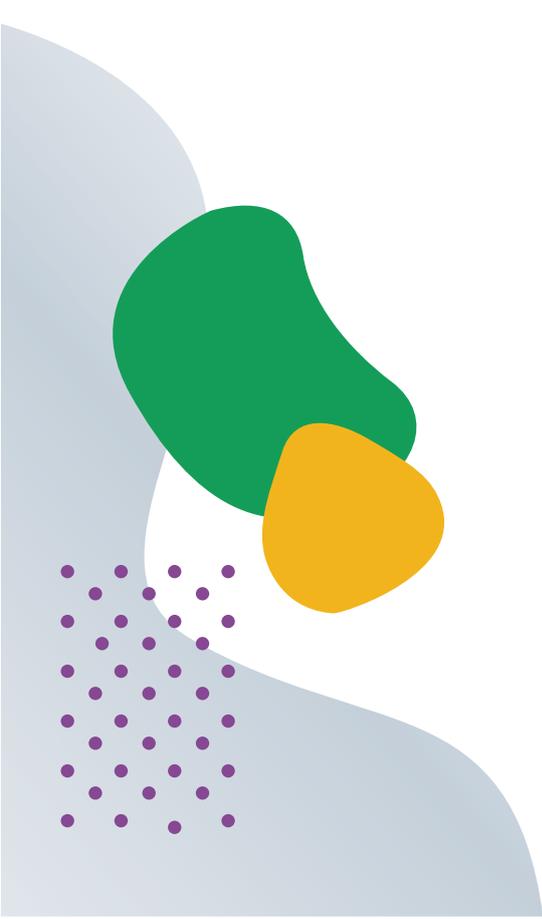


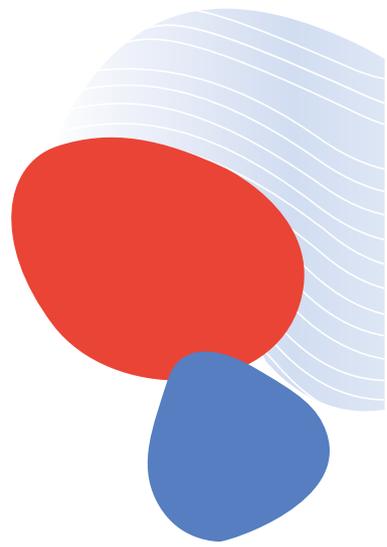
### Google Sites

Google Sites enable students and teachers to create a website using templates provided by Google. Students can link any documents stored within their Google Drive on their Google Site. Only teachers have the ability to publish a site.

Here are some of the settings in place to ensure Google Sites is safe and secure:

STUDENTS CAN:	YES	NO
Create a site	x	
Publish their own website and share it publicly		x
Can share a site with other students and teachers	x	





## Gmail

Gmail is an email service which enables students to send emails to other students and their teacher. Please note, this feature is automatically disabled by the Department of Education. A School Principal can enable Gmail for their students and should inform parents.

If Gmail is enabled by a School Principal, here are some of the settings in place to ensure Gmail is safe and secure:

STUDENTS CAN:	YES	NO
Email users outside the Department environment*		X
Can receive emails from external users*		X
Email other students and teachers	X	

\*A School Principal can elect to enable external access to Gmail for students. If enabled, students can send and receive emails to and from external users.



## Google Calendar

Using Calendar, students can stay organised by planning their time effectively. Students can set reminders and schedule events. Teachers can send events to students, such as a Google Meet session. Teachers can view a student's calendar to ensure they are available for a meeting time.

Here are some of the settings in place to ensure Google Calendar is safe and secure:

STUDENTS CAN:	YES	NO
Create an event or reminder	X	
See other students calendars (free or busy schedule)	X	
Create an event and invite someone who is not a student or teacher		X
Receive calendar invites from their teacher or other students	X	



### Google Contacts and Groups

Google Contacts enables students to create their own online address book. They may add a contact such as their teacher or other students in their class. Google Groups can be used by students to create online groups.

Here are some of the settings in place to ensure Google Contacts and Groups is safe and secure:

STUDENTS CAN:	YES	NO
Create or add a contact	x	
Communicate with a contact they have added that is not another student or teacher		x
Create a Google group and invite other students	x	
Join a group	x	



### Google Apps Script

Google Apps Script is a Java Script platform. Build web apps and automate tasks with Google Apps Script. Apps Script is a rapid application development platform that makes it fast and easy to create business applications that integrate with G Suite.

Here are some of the settings in place to ensure Google Apps Script is safe and secure:

STUDENTS CAN:	YES	NO
Publish web apps so that they are publicly available		x
Share code with other students and their teacher	x	
Publish web apps so that their teacher or other students can use them	x	



## Google Drawing

Students can use Google Drawing to create shapes, charts and diagrams which can then be added to a Google Doc, Slide or Site. Students can share a Google Drawing with other students and teachers to collaborate.

For more information on Google Drawing, [please visit this website](#)

Here are some of the settings in place to ensure Google Drawing is safe and secure:

STUDENTS CAN:	YES	NO
Create a Google Drawing	X	
Share a Google Drawing with other students and teachers	X	
Share a Google Drawing with an external user		X



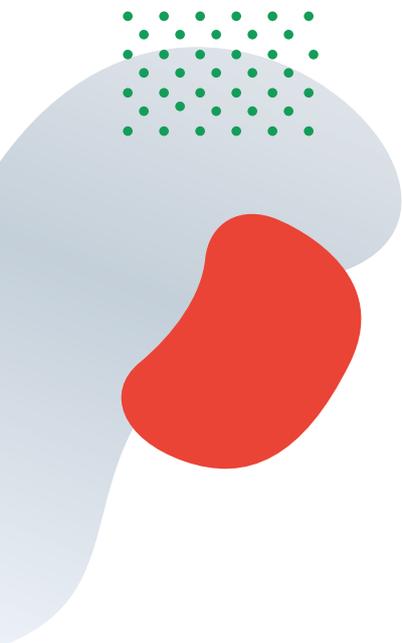
## Google Jamboard

Google Jamboard is a whiteboard tool available for students and teachers. Students and teachers can collaborate and share ideas and information using Jamboard as a virtual whiteboard. Teachers can share Jamboards with their students.

For more information on Jamboard, [please visit this website](#)

Here are some of the settings in place to ensure Google Jamboard is safe and secure:

STUDENTS CAN:	YES	NO
Create a Jamboard	X	
Share a Jamboard created by a teacher	X	
Share a Jamboard created by a student	X	
Join a Jamboard created by an external user		X
Invite an external user to join their Jamboard		X



### Google My Maps

Students can create custom maps using Google My Maps. Students can:

- **Create new maps or edit any that were created on the web or on another device**
- **Search for places and save them to your map, for example students researching volcanoes around the world can plot locations on their own Google Map**
- **Measure the distance between one location and another**

For more information on Google My Maps, [please visit this website](#)

Here are some of the settings in place to ensure Google My Maps is safe and secure:

STUDENTS CAN:	YES	NO
Create and edit their own maps	X	
Share their map publicly with others		X
Share their map with a teacher or another student	X	



### Google Photos

Teachers can upload and organise photographs using Google Photos.

Here are some of the settings in place to ensure Google Photos is safe and secure:

STUDENTS CAN:	YES	NO
Upload photographs/video		X
Share photographs/video with a teacher or student		X
Share photographs/video publically		X

## Other Google Apps and shortcuts available on the Google Drive menu

**Google News:** Links to Google News page

**Google Vault:** Is unavailable for students, only administrators for data retention purposes

**Google Translate:** Can be used to translate text into another language

**Google Keep:** Can be used to take notes and create to do lists. This can be shared with a class teacher or another student. It cannot be shared externally.

**Google Earth:** This is a link to Google Earth. Students can explore the Earth and find out more information on countries and landmarks

**Google Collections:** This can be used to store a student's favourite websites, much like using bookmarks in a browser

**Google Podcasts:** Has been removed for students under the department identity setting for students

**Cloud Print:** Enables students to connect their Google account to a printer so that they can print documents

## Other Google apps available

Students may be able to add or access other apps and add-ons to enhance their experience when using tools within G Suite for Education. There are three ways users can access apps:

- [Google Workspace Marketplace](#)  
This is where users can install applications and add-ons that have been approved by the DET.
- [Google Play Store](#)  
This is where users can install software that has been approved by the DET.
- [Chrome Web Store](#)  
You can find apps, extensions, and browser themes for the Google Chrome browser or Chromebooks in the Chrome Web Store.

