Guideline for Schools on Google Workspace for Education
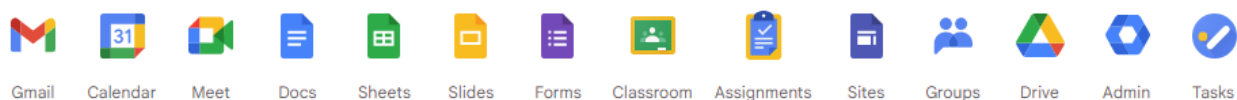
INTRODUCTION - TREND IN MOVING TO CLOUD BASED PLATFORMS

Over the past few years, there has been a notable shift among organisations, including schools, towards using cloud-based platforms. The adoption of cloud computing is driven by its advantages, including scalability, flexibility, cost-efficiency, and accessibility. Schools are increasingly using cloud-based solutions to encourage collaboration and simplify how they manage user accounts, devices, and school data to support teaching and learning. Google Workspace for Education and related products have reflected this move to the cloud.

HOW GOOGLE HAS CHANGED PRODUCT LICENSING

- In October 2020, Google rebranded its productivity suite from G Suite to Google Workspace, reflecting a broader integration of its tools. This change also affected the education sector, where G Suite for Education became Google Workspace for Education.

- Google Workspace for Education is a fit for purpose platform for schools with a set of tools which include Gmail (email), G-drive (data storage), Google Apps such as Slides, Sheets and Docs, Google Classroom, Google Calendar, Google Meet and some other products.

- When Google's tools are combined with Chromebooks and Chrome Device Management, they create a cohesive and integrated ecosystem that offers a comprehensive solution for schools. This ecosystem provides numerous benefits, such as streamlined management, enhanced collaboration, access to educational resources, and consistency across devices.

- There is a free version and subscribed versions available which give additional features and applications. Every edition includes the following: -

Gmail   Calendar   Meet   Docs   Sheets   Slides   Forms   Classroom   Assignments   Sites   Groups   Drive   Admin   Tasks

SUMMARY TABLE OF LICENCES

Feature	Google Workspace for Education	Google Workspace for Education	Google Workspace for Education	Google Workspace for Education
Plan	**Fundamentals**	**Standard**	**Teaching & Learning Upgrade**	**Education Plus**
	• Free apps online incl' Classroom • Meet (100 attendees) • 100TB Storage across organisation. • Community Support	• Fundamentals + • 24/7 Customer support + • Advanced admin console + • Enhanced Reporting	• Fundamentals + • Originality Reports + • Practice Sets + • Meet (250 attendees) • Breakout rooms	• Fundamentals + • Standard + • T&L Upgrade • 24/7 Customer support + • Advanced admin console + • Enhanced Reporting + • Advanced security features • + Meet (500 attendees)
Approx Cost (€) ex VAT	**FREE**	**3.00** per Student 1 x Staff free per 4 student licences	**40.00** per Staff member	**4.70** per Student 1 x Staff free per 4 student licences
Comment	**Most commonly used in Schools**	Customers cannot buy 1 x licence; they **must** buy for the whole school (pupil count).	The school can buy licences for any number of teachers as needed billed annually.	Customers cannot buy 1 x licence; they **must** buy for the whole school (pupil count). Schools can receive discounts by purchasing a GWfE Plus license for more than one year at a time
Examples of Licences most commonly used in schools				
Cost per year € **Small School** 8 Staff 50 students	**FREE**	**150.00**	**320.00**	**235.00**
Cost per year € **Medium School** 15 Staff 200 students	**FREE**	**600.00**	**600.00**	**940.00**
Cost per year € **Large School** 50 Staff 750 students	**FREE**	**2250.00**	**2000.00**	**3525.00**
Notes				
Costs are approximate (ex VAT) and based on averages and may vary by reseller.				
Costs are for licences only, and do not include installation or configuration costs etc.				

- **Google Workspace for Education Fundamentals:**

  Google Workspace for Education Fundamentals is a comprehensive suite of tools designed to enhance teaching and learning experiences. Within this suite, Gmail facilitates communication, Google Drive enables file storage and collaborative work, Google Calendar aids in scheduling, Google Classroom streamlines class and assignment management, Google Meet facilitates virtual gatherings, and Google Forms simplifies the creation of surveys and quizzes. Supplementary resources such as Sites and Keep serve to deepen the learning experience. Google Sites allows easy creation and sharing of websites, while Google Keep is a note-taking app for organising ideas, lists, and images.

- **Google Workspace for Education Standard:**

  Google Workspace for Education Standard builds upon the features of Google Workspace for Education Fundamentals. As well as everything in the Fundamentals version, with the Standard version there is enhanced security measures, advanced analytics, and 24/7 support. It also provides greater customisation options and access to Google Vault for advanced data archiving and compliance.

- **Google Workspace for Education Teaching & Learning Module:**

  The Teaching & Learning Module add-on expands Google Workspace by introducing additional tools specifically tailored for educators. These include Classroom Insights for data-driven insights into student engagement and performance, originality reports to detect plagiarism in student work, and enhanced video communication capabilities with attendance tracking and breakout rooms in Google Meet. Additionally, it offers advanced features such as rubrics for grading assignments and improved integration with learning management systems (LMS). Overall, the Teaching & Learning Module add-on enhances the teaching and learning experience by providing educators with powerful tools to engage students, streamline workflows, and assess learning outcomes effectively.

NOTE: You can have Google Workspace for Education Fundamentals or Standard and add on the T&L Module at an additional cost i.e. Fundamentals = FREE+Cost T&L Module / Standard=Cost Standard+Cost T&L Module, however in some instances the Plus version, which includes the T&L module may work out cheaper.

- **Google Workspace for Education Plus:**

  This version of GWfE includes all features of the Education Fundamentals, Standard and the Teaching and Learning Upgrade, with additional benefits. You can host Google Meet sessions with up to 500 participants and live stream to 100,000 in-domain viewers. Sync your classroom rosters directly from any Student Information System for seamless management. Use Personalised Cloud Search to quickly find and access information within your domain. Build custom apps without any coding using AppSheet and transform existing content into interactive assignments with practice sets for more engaging learning.

  Link to compare editions table: https://edu.google.com/workspace-for-education/editions/compare-editions/

GOOGLE CREDENTIAL PROVIDER FOR WINDOWS (GCPW)

Schools using Google Workspace for Education as their primary platform can still provide access to Windows devices for example, in multimedia rooms and DCG areas. Google offers a FREE tool called Google Credential Provider for Windows (GCPW), which is configured within the Admin Console. Once the app is installed on Windows devices, it allows users (both teachers and students) to log in securely using their Google credentials. When the Windows PC is booted up, a Google icon will appear in the bottom left of the screen. No separate server is needed for this seamless and secure login to the Windows device.

GOOGLE SECURITY:

- Chromebooks automatically update the operating system and Chrome browser, ensuring you always have the latest security patches.
- Chromebooks employ "sandboxing" to isolate each application and tab, minimising cross-contamination risk, and utilise a verified boot process that checks for unauthorised system changes, restoring the Chromebook to a safe state if issues are detected.
- While Chromebooks are quite secure by design, it is still essential to follow best practices like avoiding suspicious links or downloads and keeping the system up to date.

    https://edu.google.com/why-google/privacy-security/

DATA PROTECTION AND CYBERSECURITY

Data Protection and Cyber Security are critical areas for all schools and are concerned with managing and protecting school data, and reducing the risks that data is deleted/compromised, lost, or stolen. Schools need to have an overall data and cybersecurity strategy in place which outlines the main objectives of their strategy. Oide Technology in Education have developed a cybersecurity guide which can be downloaded at the following link https://www.oidetechnologyineducation.ie/technology-infrastructure/data-security/ .

PURCHASING CHROMEBOOKS AND CHROMEBOOK LICENCES

If you are using Google Workspace for Education and Chromebooks, to manage your Chromebook devices from withing the Admin Console, you need to purchase a Chrome for Education upgrade Licence for each Chromebook device. This costs approximately €35 ex VAT, per device for the lifetime of the device and allows you to manage the device similar to other Mobile Device Management (MDM) applications. This link to our website   https://www.oidetechnologyineducation.ie/technology-infrastructure/technical-and-purchasing-considerations/ provides information and a template to support schools when procuring Chromebooks.

CHROME OS FLEX

Chrome OS Flex is a lightweight, cloud-based operating system designed by Google to rejuvenate older computers, Windows, and Mac devices, (**not** iPad) providing them with a new, simple, and fast computing experience.   It shares many characteristics with the traditional Chrome OS used in Chromebooks, including a streamlined user interface and a heavy focus on web-based applications. Chrome OS Flex is an excellent solution for schools looking to extend the life of existing hardware, as it requires minimal system resources and offers robust security features. The steps are as follows: -

1. Check, from Google's website, if your device is suitable to have Chrome OS Flex installed on it. Google have a detailed list of compatible devices.
   https://support.google.com/chromeosflex/answer/11513094?hl=en
2. Create a bootable Chrome OS Flex USB drive to deploy Chrome OS Flex to your devices, (Google will provide one to you upon request). Go to https://bit.ly/flex-usb
3. Deploy Chrome OS Flex to your older devices that are suitable/compatible using the USB bootable drive. **NOTE:** Once you deploy Chrome OS Flex to an older device, the device and all its data will be wiped. If you need the data back it up before deploying Chrome OS Flex.
4. Purchase a Google Upgrade Licence for your device if you wish to manage it from the Google Admin Console.
5. This link https://chromeos.google/products/chromeos-flex/#osflex-signup provides a signup option and Q&A's re Chrome OS Flex.

    For additional queries or support schools can email us at ictadvice@oide.ie