

# Google Apps Education Edition: communication, collaboration, and security in the cloud



Collaboration and communication are more than life skills – they are essential abilities that your students will need to succeed in their professional lives. Google offers a range of online tools and services that provide secure communication and collaboration capabilities to your school and let you choose the solutions that best meet your users' unique needs. Since today's students live in a digital world, connecting with them, and engaging them in real learning, increasingly requires the creation of opportunities that align with their technology needs and expectations. Google can help you meet those requirements by providing tools which enable next-generation teaching and learning while keeping your students safe online.

The following paragraphs explain how Google Apps and Google's additional email security capabilities can provide your school community with tools for communication and collaboration. Whether you want to improve your students' technological skills, reduce IT costs, or ensure the security of school and student data, Google solutions work with you – and easily integrate with your existing systems.

## Bringing your school into the cloud

A cornerstone of Google's approach to IT is the "hosted" nature of our solutions. Hosted means that services are actually housed in Google's global network of secure, energy-efficient data centers. Hosted data – stored "in the cloud" of web access – is simply accessed through a browser for "anytime, anywhere" availability. This frees users from reliance on storage media such as flash drives, CDs, and the like and lets them work with their information from any computer, whether at home or at school.

"In the cloud" computing offers many advantages to educational organizations. It frees them from on-site server and data management, ensures that users always have the latest documents and software, and reduces the requirements and costs associated with productivity tools.

Google eases your school's entry to cloud computing with a free suite of integrated solutions spanning a full range of technology needs. Google Apps lets your teachers and students create, access, share, and publish writing projects, class schedules, web pages, and much more. Google Apps includes integrated tools for everyone on your campus:



**Gmail** 7GB of storage per user, built-in chat, and IMAP capability frees students from concerns about email quotas or spam



**Google Docs** real-time collaboration on documents, spreadsheets, and presentations lets students work together across campus or around the world



**Google Calendar** shared calendar management puts everyone on campus "on the same page" when it comes to organizing schedules



**Google Sites** easy-to-use web publishing tools let anyone on campus create and share information and media, without having to learn html or other programming languages



**Google Video** secure, private video sharing for faculty and students (10GB free)

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**New!** Try Google Message Security. Google Message Security is offered for free to new or current eligible K-12 Google Apps accounts that opt-in to Postini email security services by July, 2010.

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To learn more about Google's solutions for schools, visit us at [www.google.com/a/edu](http://www.google.com/a/edu)

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With Google Apps, every authorized user in your school community has access to email, document and spreadsheet creation, calendar, IM, and site-building capabilities, all easily accessed from campus Gmail accounts. This eliminates costly software updates, provides secure “anytime, anywhere” access to files, and allows easy communication and collaboration with classmates and teachers, wherever and whenever they work.

### Protecting school data in the cloud

Cloud-based data is managed in data centers built to efficiently handle large amounts of information – and to keep it secure. Working in the cloud, Google technology can quickly detect threats like spam, viruses, and malware and stop them before they spread. This lets organizations keep these threats far from their firewalls, enhancing the safety of users and information. What’s more, the cloud delivers scalable long-term storage “on demand” at a fraction of traditional costs. And, because data redundancy is fundamental to cloud computing, data in the cloud is more secure, organized, and “findable” than it would be on media such as hard drives or tape back-ups.

In addition to Google Apps’ built-in email security, Google offers an additional range of protection through its Postini security and archiving services.



### Ensure safe communication for any email system

Google’s Postini email security services add protection to any email system. For settings where faculty and students use separate email systems, Postini offers proven spam and virus protection and provides the ability to manage acceptable email usage, based on unique school policies, and to protect against inappropriate use. Schools can limit the allowable size of email attachments, block specific attachment types, and automatically filter emails that contain chosen words, phrases, or content. Schools can also manage student communications in keeping with school policy, such as limiting messaging within a domain, or allowing access only to approved external domains. (Offered free to new or current eligible K-12 Google Apps accounts that opt-in to Postini email security services by July, 2010.)



### Archive email to protect your school and employees

Schools are increasingly dependent on email to allow student and faculty communication. But as email use continues to grow, so does the need for compliance with regulations such as FRCP and open record laws. For many schools, archiving email messages is a strategic way to protect against communication disputes that could lead to the need for collecting past email messages – “e-discovery,” as it’s known. Postini services enable email archiving and discovery, saving time and money while ensuring regulatory compliance. Google’s scalable storage allows schools to store archived messages for as long as required, so there’s no need for capacity planning.



### Protect web users from malware and restrict visits to inappropriate websites

Add another layer of protection to school email networks by blocking website-based malware attacks and by enabling policy-based use of the web. Google’s easily-customized tools let you manage safe internet access for your faculty and students, so that you can create, monitor, and enforce the right web policy for your school. IT administrators can easily create unique access policies for faculty and student users, safely managing URL categories, specific content, and file types.

