

Google Workspace for Education

St Albans Secondary College students and teachers can collaborate anytime and anywhere with a suite of trusted, reliable tools; designed specifically for education. The use of a Google Workspace for Education Licence is authorised by the Dept of Education and Training.

Teachers use:

- [Google Classroom](#) to create a secure, virtual space to facilitate learning opportunities
- Google Drive to share and access resources and student work
- [Google Sites](#) to create websites
- Google Calendar to stay organised, set reminders and schedule events
- Google Groups and Contacts to create an online address book
- [Google Jamboard](#) to collaborate
- Google Keep to create to-do lists and take notes
- [Google Meet](#) to organise face-to-face meetings

Students can also use:

- [Google Docs](#) to create documents
- [Google Slides](#) to create presentations
- [Google Sheets](#) to collect data

Google Workspace for Education is tightly controlled by Google. Their emphasis is on privacy, with no access by the school (including the school Administrator) to user files or emails. Users cannot share their data with other users outside of the school's domain.

Parents can help protect their student's data and privacy by ensuring:

- Students use their school email account for ALL school related tasks and communication.
- Students protect their school login credentials.
- Students are alert to, and report to the IT at school, any suspicious activity on their account.