



## Google Apps for Education

Tools that build teamwork and enhance learning

Google Apps for Education is a free set of communication and collaboration tools that includes email, calendar, and documents. More than 30 million students, teachers, and administrators in schools around the world use Google Apps for Education. Many students will use these tools in college and in the workforce — 7 of the 8 Ivy League universities and 5 million businesses use Google Apps.

### Tools that meet the needs of schools

Google Apps for Education are built for schools. They are:

**Collaborative:** Fast, easy collaboration is what makes Google Apps unique. The tools offer real-time editing, powerful sharing controls, and seamless compatibility – a great platform for teamwork in the 21st century.

**Customizable:** We make it easy for you to set dozens of critical security settings and feature options. Set account permissions to meet your school's needs. For example turn email off for second graders, allow fifth graders to email classmates.

**Free:** We offer Google Apps for Education to schools for free. This includes 24x7 online, email & telephone support, an online teacher training center, as well as syncing and migration tools.

**Secure:** Google Apps for Education users own their data. The data schools and students put in is theirs, and we believe it should stay that way — it even says so in our contracts. We have more than 400 full-time engineers working to protect your information.

**Without ads:** There are no ads in Google Apps for Education services and Google does not use student data in Apps for Education services for advertising purposes.

**Usable on any device:** Whether your school has laptops, Android tablets, iPads, Macbooks, desktop PCs or any other device, Google Apps will work for you. With Google Apps you can work anytime, anywhere on any device. Offline Gmail and Docs mean you don't always need internet access.

*"At first some educators were concerned that increased technology usage would take away personal interactions, but we actually found that the majority of students and teachers feel closer to each other and take advantage of the technology to stay connected whenever and wherever they choose."*

—Todd MacDonald, Technology Integration Specialist, Hillsborough, NJ

*"Going Google means adopting a culture that extends beyond the classroom walls: it's about openness, curiosity, and working together."*

—Jim Sill, Educator, Visalia, California

*"Any bring your own device (BYOD) policy, coupled with free web-based tools like Google Apps for Education, provides a uniform platform for all students and educators to succeed."*

—Eric Shenerger, Principal, New Milford High School





**30 million students, faculty, and staff use Google Apps for Education.**

**This includes 7 of the 8 Ivy League universities in the U.S.**

## Meet the Google Apps

Google Apps for Education contains a set of free productivity tools. Google Vault is an optional, paid add-on service for Google Apps for Education that provides archiving and e-discovery. Learn more about each of the Google Apps below.

Product		How schools use the product
Gmail		Reach students or faculty members instantly with email, voice calling, and chat. Choose which services you turn on and off. Customize Gmail to match your school's logo, colors, and domain, e.g., you@yourschool.edu.
Calendar		Manage all of life's important events within your online calendar. Plan lessons and book parent/teacher conferences. Overlay multiple calendars to see when people and resources are available.
Drive		Sync, store, and preview documents, videos, images, and files. Share individual files or whole folders with specific students, other teachers, or the whole school.
Docs		Write, edit, and collaborate wherever you are. Add comments to give feedback to students in real time. Plan a lesson together with other teachers. View revision history to see how student writing has evolved.
Sheets		Teach students the power in data with built-in formulas, pivot tables, and conditional formatting options that simplify common spreadsheet tasks. Have a whole class capture data from a science experiment.
Slides		Create lessons that shine with a variety of slide themes and templates. Enhance learning by embedding educational videos—add the animations that grab attention and the transitions that keep it.
Sites		Display student e-portfolios or make a class website. Teams and clubs can create web pages without writing a single line of code. Students, teams, and clubs save time by selecting one of many pre-built templates.
Forms		Use forms to gather and analyze information. They're great for quizzes, tests and surveys. Export results for easy grading. Send surveys to get feedback from families.
Classroom (Coming September 2014)		Create and organize assignments quickly, provide feedback efficiently, and communicate with classes. Do more teaching and less tech-ing.
Vault		Google Vault is an optional app for archiving, e-discovery and information governance. Vault is \$10.00 per year for all faculty and staff, but is free for students.

### Learn more

#### New to Google Apps?

Learn more about Google Apps for Education and sign up for free.

Visit: [google.com/edu/apps](https://google.com/edu/apps)

#### Already using Google Apps?

Learn more about Classroom, the new product coming to Google Apps in 2014.

Visit: [google.com/edu/classroom](https://google.com/edu/classroom)

