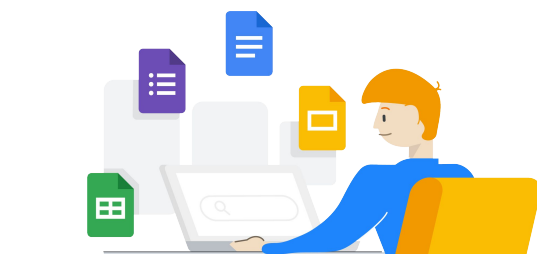


# Guardian's Guide to Google Workspace for Education

You may have heard of Google Workspace, which includes apps such as Gmail, Google Docs, Slides, Sheets, Forms, Drive, and more. Schools have access to a free version of [Google Workspace for Education](#), which includes Google Classroom, and helps your children create, communicate, and collaborate at school and at home, on any device and within a secure environment.



## [Tell me more about Google Workspace for Education...](#)

Today, Google Workspace for Education is used by over 120 million students and educators around the world. These tools help educators and students communicate, collaborate, and manage classrooms. Google Workspace also has built-in [accessibility features](#) to support students with diverse needs and learning styles, which helps create more inclusive classrooms.

## [How is your child using Google Workspace in school?](#)

Schools provide a school managed Google account for students and teachers to use for educational purposes, and may enable [additional services](#) beyond Google Workspace for Education's core offerings. Here are some of the most commonly used [Google Workspace tools](#) in the classroom, and how your child is using them.

### Google Workspace tools used by your child

**Classroom** With Classroom, your child can find all of their assignments, communicate with their teacher, and get feedback and grades. As a family member, you can opt into [Guardian summaries](#) to keep up with your child's progress.

**Forms** With built for education features, teachers can create Quizzes in Google Forms so your child can demonstrate their knowledge, or use them to survey their peers. Many teachers use Forms for interactive in-class activities, or use them to collect information for field trips, potlucks, or even questions to answer during parent-teacher conferences.

**Calendar** Each class in Google Classroom has its own calendar, which helps your child know when they have upcoming events or assignments. Teachers can also use Calendar to create [appointment slots](#) to meet with students, or hold parent-teacher conferences.

**Drive** Drive is your child's virtual backpack, where they can store and organize assignments, documents, or class curricula securely, and access them from any device. This means that all of your child's important information and student work is saved automatically and won't get lost. It can be helpful to sit down with your child and review all their school work stored within their Google Drive.

**Accessibility Features** Accessibility features are built into Google Workspace for Education, and help your child learn in a way that works for them. They can use voice typing, a screen-reader, connect a Braille display, or use closed captions in Google Slides or Meet for extra support.

## How your child collaborates and communicates with Google Workspace

### Docs, Sheets, and Slides

Your child can create documents, spreadsheets and presentations, and collaborate with their peers and teachers in real-time, allowing them to share their work, get feedback, and make edits instantaneously.

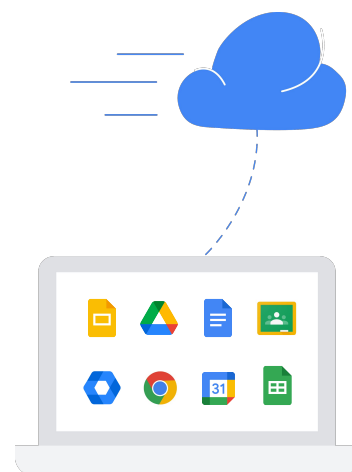
### Google Meet

When in-person parent/guardian-teacher conferences are not possible, your child's teacher can use Meet to set up a virtual conference. Meet is also a great solution for [distance learning](#), where educators can hold classes and communicate with your child's class when they're not able to be with them physically. Meet also has educator controls including the ability to mute and remove participants, to help manage the class.

## How is your child's data kept safe?

Google is committed to building products that help protect student and teacher privacy and provide best-in-class security for our schools. If your child is using Classroom and Google Workspace for Education, Google does not own any of the student data, students are not subject to ads, and we support compliance standards such as FERPA<sup>1</sup> and COPPA<sup>2</sup>.

- You can learn more about Google for Education's commitment to privacy and security at [google.com/edu/privacy](https://google.com/edu/privacy).



## Want to know more? Here are some conversation starters:

- What are some of your recent group projects? How did you collaborate?
- What was your favorite group project? What was the topic, and what did you learn?
- How does Classroom help you manage your school work?
- Where do you see your assignments?
- How can you access your classwork at home?

For more on Google Workspace for Education, see our Teacher Center trainings and Help Center, watch a tutorial, or visit our [website](#).

<sup>1</sup> Family Educational Rights and Privacy Act, <sup>2</sup> Children's Online Privacy Protection Act of 1998