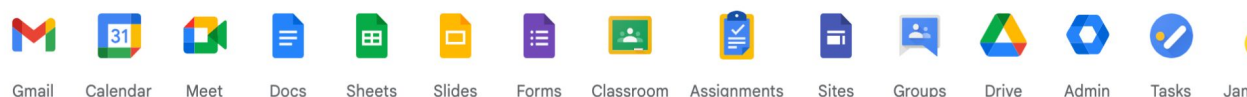


# Guardian's Guide to Google Workspace for Education

Your everyday tools for teaching and learning.

Google Workspace for Education is your student's digital backpack. It's filled with simple, secure tools – like Gmail, Google Docs, Google Slides, Google Meet, and Google Classroom – that help them learn from the classroom or at home.

You may already be familiar with these tools – whether for personal use or for work – as Google Workspace is one of the world's most popular and secure cloud-based productivity and collaboration suites. The Google Workspace tools your learner uses are a little different. They're purpose-built for education and designed to provide safer digital learning environments, and they're all managed at scale by education administrators. These tools help your student not only learn, but love their experience while doing so.



## Collaboration and learning tools your child might be using in class

### Classroom



Classroom is a central place where assignments are shared, collaboration is encouraged, and communication is a breeze. Teachers can easily give out homework, provide individualized feedback, and keep in touch. Parents and guardians can opt to get [email summaries](#) of their student's work, including upcoming assignments, missing homework, and class activities.

### Forms



With features built for education, teachers can use Forms to boost both student and parent engagement. They can check how well a student comprehends a new subject, collect information for field trips or volunteering, and conduct Q&As to help facilitate parent-teacher conferences.

### Docs, Sheets, and Slides



With Docs, Sheets, and Slides, students can build foundational digital skills and develop the collaboration skills they'll need for college, their career, and their life. For example, they can collaborate with their peers and teachers in real time, share their work, learn how to give and get feedback, and apply what they've learned to make instant edits.

### Drive



You don't need a three-ring binder when you have Drive. It's where students organize and store class assignments and resources, which can be accessed from any device. With Drive, all of your student's work is saved automatically, so it won't get lost. It's helpful to sit down with your student and review all of their school work in Drive to help them stay on top of everything.

### Accessibility features

Accessibility features are built into Google Workspace for Education to help your student learn in a way that works for them. For extra support, students can use Google Workspace tools with popular screen readers, type with their voice in Docs and Slides, or use AI-powered live captions in Meet.



Check out the [glossary](#) to learn more about the tools and supporting resources.

## Communication tools your student might use

### Meet



When in-person meetings between teachers and parents or guardians aren't possible, your students teacher can use Google Meet to set up a virtual conference. Meet is also a great solution when students are learning from home. It has built-in accessibility features such as live captions, the ability to highlight a sign language interpreter, and transcriptions.

### Gmail



Students can get support from their teachers and their peers when they need it by communicating using Gmail. Our school and student data is kept safe thanks to AI-powered protections within Gmail, which are always working behind the scenes to block more than 99.9% of spam, and phishing and malware attempts.

### Calendar



Each class in Classroom has its own calendar, which helps your student know when they have upcoming events or assignments due. Teachers can also use Calendar to create appointments to meet with students or with you to hold parent-teacher conferences.

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

Google is committed to building products that protect student and teacher privacy and provide best-in-class security for our schools. Google Workspace for Education Core Services, like Gmail, Drive, and Classroom are private and ad-free. These tools provide a safer digital learning environment and meet rigorous local, national, and international compliance standards, including FERPA,<sup>1</sup> COPPA,<sup>2</sup> and GDPR.<sup>3</sup>

You can learn more about Google for Education's commitment to privacy and security at our [Google for Education Privacy and Security Center](#) and in our Google Workspace for Education [Privacy Notice](#). Explore this [Help Center](#) article to learn the differences between Google Workspace for Education Core Services and Additional Services.

Also, be sure to read our [Guardian's Guide to Privacy and Security](#).

<sup>1</sup> Family Educational Rights and Privacy Act

<sup>2</sup> Children's Online Privacy Protection Act of 1998

<sup>3</sup> General Data Protection Regulation



Still have questions?

Check out the [tech toolkit for families and guardians](#) and the most [frequently asked questions](#) about EdTech in the classroom. You can also visit [Google Families](#) to learn tips for managing technology within your family.