



## GIVE GOOGLE THE SUMMER OFF?

If students have summer school work, it would be a good idea to leave their accounts (Drive and email) active, so they can communicate with their teacher and complete their work. However, if students will not be using their accounts for school work over the summer, we suggest suspending the account for the summer. This allows the administration to obtain a new, signed Acceptable Use Policy in the fall before accounts are enabled. It also reminds students that school accounts are for school use and not personal use.



When students graduate or faculty leave a school, the school typically suspends or deletes the user account. Please consult your district's policy on whether the contents of the Drive (the intellectual property) belong to the creator or to the school/employer. That being said, how do you handle closing student and faculty accounts?

### Google Takeout <https://takeout.google.com/>

Google Takeout is a tool that enables users to transfer files from one Google account to another or to download files (and convert them to PDF or Microsoft file types).

If you would like the users in your domain to be able to take advantage of Google Takeout, as the Google Admin, you need to set Migration permissions.

<https://support.google.com/a/answer/6364687>

Permissions can be set by Organizational Unit, so you can choose to enable it just for the graduating class or just for faculty. Once enabled, users can use "Takeout" to convert and download their docs, email, contacts, bookmarks, and more! For detailed instructions, click the link to the right under "Student Handout".

### Google Download As

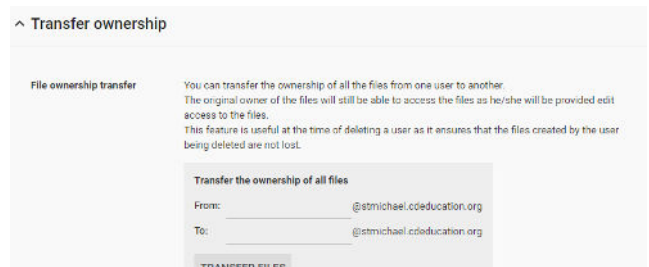
If your students only want to download a few documents, they can simply open each document. Then go to File, Download As, and choose the file type.

## Recommendations for Deactivating Accounts:

Google G-Suite for Education accounts have unlimited storage. Therefore, it is recommended to **SUSPEND** student and faculty accounts rather than **DELETE** them. After a few years (depending on your district's record retention policies), you can **DELETE** the accounts out permanently. Suspend an account:

<https://support.google.com/a/answer/33312?hl=en>.

As Google Admin, you can also transfer files from one teacher to another. In the Admin Console, go to Apps, G-Suite, Drive and Docs, and click "[Transfer Ownership](#)."



## Bonus: Student Handout

Feel free to make a copy of this Google Doc. Customize it to your school and share it with your students.

<http://bit.ly/S3grads>



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