

WE GET GOOGLE WORKSPACE FOR EDUCATION UPDATES.

K-12 Storage Readiness Guide

In K-12 school districts, administrators and teachers work together to help students become critical and creative thinkers, collaborative and self-motivated workers, and effective communicators. Technology has expanded their access to knowledge and made their digital environment content hubs where information, files and data are constantly being created and shared. As a result, storage is a consistent, top-of-mind challenge for school leaders. Google Workspace for Education equips K-12 districts with flexible and secure cloud space to retain data, but it will become even more important for Google admins to manage storage availability as Google for Education implements limitations on storage.

Ensure your schools are prepared for these changes by evaluating your existing storage policies. This guide details the factors your Google admins need to consider and the questions they should ask themselves to create new storage practices and communicate the adoption plan to users in your domain.

| | Account Cleanup | OU Structure | Storage Cleanup | Vault Retention Policies | Excess Storage Mitigation | Communication with End Users | Google Admin Storage Tool |
|----------------|---|--|---|--|---|---|---|
| Considerations | <p>What should we do with alumni?</p> <p>What about staff who are also students?</p> <p>What do we do with inactive accounts or accounts that have been sitting around for a while as active?</p> | <p>Is there a way to separate staff and students?</p> <p>Do we need an alumni organizational unit?</p> <p>Do we need a suspended users OU?</p> | <p>What apps can we turn off?</p> <p>Who are our highest storage users?</p> <p>Can we create a policy regarding what users can store in institutional drives?</p> | <p>How can this help our institution?</p> <p>What are our current vault retention policies?</p> <p>Does our organization already have a retention policy in place?</p> | <p>What cloud storage policies do we have in place?</p> <p>How will Google's tools fit into our strategy?</p> | <p>What is our communication plan?</p> | <p>How much storage should each organizational unit receive?</p> <p>What exceptions need to be made by group?</p> |
| Resources | <p>GCDS FAQs</p> | <p>K12 Sample OU Structure</p> | <p>Gopher for Drive</p> | <p>What is Vault?</p> | <p>GAM and Managing your Admin Console</p> | <p>How will I educate end users to organize their drives and clean things up?</p> | <p>Google for Education Storage Guide for Admins</p> |
| CDW Solutions | <p>Account Provisioning</p> | <p>OU Restructure</p> | <p>Storage Insights</p> | <p>Vault Support Stack</p> | <p>GAM</p> | <p>Sample Communication for High-End Storage Users</p> | <p>Storage Webinar Recap</p> |

To receive expert guidance on building a solid foundation that is ready for the coming storage limitations, [connect with our Google customer success specialist](#) and learn more about all the ways CDW Education can help.