

G Suite Capability Statement

Introduction

This document outlines the capabilities of G Suite service in Glow.

Capabilities

A single tenancy per Glow Customer

A G Suite tenancy will be assigned using a single domain (with sub domain) per Glow Customer.

Single sign-on Authentication via RM Unify

There is a requirement for the G Suite service to allow single sign-on user authentication.

User accounts will be provisioned and maintained by a feed from the Glow Authentication and Portal Service.

Data Storage

There is a requirement for the G Suite service to provide online cloud storage.

Google Drive provides private unlimited storage space, accessible only by each individual user to allow the storing of documents, images, videos or any other allowed media. Documents stored online are capable of being shared with other Glow users. This capability is also available on mobile devices.

Calendar

There is a requirement for the G Suite service to provide the capability to allow the organisation of appointments for themselves and groups of users.

Google Calendar allows users the ability to create and share appointments or full calendars with other Glow users.

Web Site Creation

There is a requirement for the G Suite service to provide the capability for users to create and maintain websites.

Google Sites provides users with the capability to customise and develop sites by uploading or embedding a variety of different media types. Users are able to set permissions on their site access for sharing with other Glow users. Sites created are stored in Google Drive and therefore have the same sharing permissions as Google Drive and Docs.

Sharing

There is a requirement for the G Suite service to provide the capability to share content with other users within their schools, LA and across Scotland with relevant permission.

Google Drives, Documents, Sites and Classrooms allow users the ability to share content with other users of G Suite in Glow. This will allow for national collaboration.

Note: External Sharing is currently turned off for these features pending a review.

Collaboration

There is a requirement for Glow Users to have the ability to create spaces where they can collaborate within their school, LA or across Scotland.

Google Drive, Docs, Sites, Forms and Classroom provide the capability for Glow Users to organise, collate and store documents and other media files in a shared space. They will be able to collaborate with other Glow Users on the development of documents and other types of media online and set permissions for sharing.

Content creation and editing

There is a requirement for the G Suite service to allow Glow Users to create, maintain and share content within Glow.

Google Drive, Docs, Sheets, Slides and Forms allow users to upload, store and organise their own files. Google Sites also allows users to create and maintain their own personal web site by uploading and embedding different types of media content.

Search

There is a requirement for the G Suite to allow user to search for content within the Online Productivity Suite.

Users can search content in their G Drive where all their documents and Classrooms are stored.

Classroom

There is a requirement for the G Suite service to allow lead individuals to manage classes. Classes should allow for participation where other staff and pupils can collaborate and provide feedback.

Google Classroom allows staff to save time, keep classes organised and improve communication with students. Features include:

- Create and collate assignments
- Creation of Drive folders for each assignment
- Students can keep track of assignment due dates
- Teachers can provide real-time feedback

Video Conferencing

There is requirement for the G Suite service to provide a web based visual conferencing facility for Glow

Google Hangouts allow users the ability to communicate on a 1 to 1 and 1 many basis. Google Meet which is part of Google Hangouts provides a video-conferencing service in G Suite. Meeting organisers can have up to 15 different locations in one group chat.

Note: Google Meet is only supported on Google Chrome.

Note: Google Hangouts is enabled only for Staff.

Instant messaging

There is a requirement for the G Suite service to allow Glow users to communicate on a 1:1 and 1:Many basis through instant messaging.

Google Hangouts offers an instant messaging service for Glow user.

Note: Google Hangouts is enabled only for Staff.

Media

There is a requirement for the G Suite service to allow Glow users the ability to share and discover videos within the Online Productivity Suite. They must be able to link to and stream different types of video and audio without having to download the file.

Google Drive allows users to upload, store and share videos. Video and audio can be played back from the Google Drive. Google also offer YouTube as part of their additional services. YouTube offers a scalable video distribution solution offering group related content and the ability to promote video content.

Note: YouTube is enabled only for staff.

Security

There is a requirement for the G Suite service to provide the capability for users to restrict access or grant access to individuals or groups of users. There should also be areas of Glow where users data cannot be searched or any security information given away.

Google Drive can be used to store users' files. Unless created in a shared public space, user created content is private by default and users can grant access to named individuals, groups or the entire tenancy.

Google provides their customers with several compliance option to address EU data protection regulations. Further information can be found at the links below.

Google Education Information on [G Suite and GDPR](#)

Google Education [Statement of Compliance](#)

Google Education [Trust and Privacy Center](#)