Google Workspace for Education Compliance Guide

Based on Google Workspace for Education Storage Limit Policy

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KDI School of Public Policy and Management I **KDI SCHOOL**

I Published by Data Unit 2

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1 Guide Background & Purpose

By Google's new service operations policy, KDI School implement a User And Storage Capacity Limit Compliance for student mail (Google Workspace for Education – G suite) service from January 1, 2023

- **Compliance Background**

  Google Storage Policy >

  Google G-Suite has been renamed 'Google Workspace for Education' and has announced a Storage Limit Policy of changing its storage capacity from "unlimited provision" to 100TB.

- **Purpose of Compliance**

  If exceed the per-account limit, there may be problems using Google Workspace for Education Service, So **Before July 1st, 2023**, you should **check your storage capacity and manage all your data** so that it remains below the capacity provided for each account.

  Furthermore, if the overall capacity of the school is exceeded, it may affect the entire service, requiring the care of all students, graduates, faculty and group drives.

2 | Compliance Details

You must check your storage capacity limit first. KDI SCHOOL Storage Capacity Compliance includes the following guide line:

Type	Storage capacity limit	Account Available	Detail
Student	10GB	Available	Only one account can be created per student
Graduate	1GB	Available	Only one account can be created per student
Professor	10GB	Not available	Delete an account in case of resignation
Staff	1GB	Not available	Delete an account in case of resignation
Group	1GB	Available	Automatically delete your account if you have not accessed it for more than 3 months. Need continuous use and backup. (Note: There is no additional notice service)

- **NOTE** Due to Google's restrictions, the kdis.ac.kr account cannot be expanded by purchasing additional licenses or paying for them.

3 | Google Workspace for Education Storage Mgmt.

By June 30th, you need to delate or download your files and mail data of google storage according to following guidelines.

Type	Storage capacity limit
Student	10GB
Graduate	1GB
Professor	10GB
Staff	1GB
Group	1GB

⚠ Service not available, If Storage capacity exceeded

- Unable to upload new files or images to Google Drive.
- Unable to back up photos and videos to Google Photo.
- The ability to send and receive emails from Gmail may be affected.
- You cannot create new files in sharing service, such as Google Docs, Sheets, Slides, Drawings, Forms, and Jamboard. You cannot modify or copy affected files until you use less storage.
- Delete files for excess.

4 | Large Volume Data Mgmt. Process

If you are large volume users that have managed more than 100GB of data,
you need to manage the amount of data as soon as possible to meet the guidelines. Storage Capacity Limit >

’22.12.19 — Compliance Guide Announcement

’23.06.30 — Deadline date for Google Workspace for Education data transfer and deletion, download based on KDI SCHOOL compliance

> ※ Service stoppage.
>
> From July 1st, Google Workspace for Education accounts that exceed the storage capacity limit will be suspended. So, until June 30th, you have to manage your data to be less than or equal to the capacity provided per account to avoid service stoppage.
>
> Storage Capacity Limit >

’23.07.01 — Account suspended, if the standard capacity is exceeded, usage will be suspended.

4 | Large Volume Data Mgmt. Process

If you are large volume users that have managed more than 100GB of data,
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’23.06.30 — Deadline date for Google Workspace for Education data transfer and deletion, download based on KDI SCHOOL compliance

’23.07.01 — Account suspended, if the standard capacity is exceeded, usage will be suspended.

> ※ Account suspended.
>
> From July 1st, Google Workspace for Education accounts that exceed the storage capacity limit will be suspended. You can request to reactivate the account at 'accounts.kdis.ac.kr'. However, if the standard capacity is exceeded after reactivation, usage may be suspended again. (At one-week intervals)"
>
> Account Reactivation >

’23.12.30 — Delete the account, If an account exceeds the storage limit by December 30, 2023, it will be automatically deleted.

4 | Large Volume Data Mgmt. Process

If you are large volume users that have managed more than 100GB of data,
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’23.12.30 — Delete the account, If an account exceeds the storage limit by December 30, 2023, it will be automatically deleted.

Q. Why is it inevitable to be deleted?

A. Since the storage space of the discontinued account is also included in the storage(100TB) of the KDI School, file deletion or account deletion is inevitable.

Usage Ranking	Storage Usage (TB)	Additional accounts available if limited to 10GB per person
1	22.82	2336
2	2.13	218
3	2.08	213
4	1.88	192
5	1.79	183

5 | How to Check Storage Capacity in Google

If you need to check the total storage capacity of your account stored in Google Services, follow these 3 steps:

Check space you have left

If you need to see how much space you have left, on the computer, go to here. It is important to organize your files according to the storage limits.

Google Storage

https://one.google.com/storage

Clear space in Google Drive

Check your personal account drive and sharing drive both of them. if you exceed your storage capacity, you cannot upload new files or images to Google Drive.

Google Drive – personal drive

https://drive.google.com/drive/quota

Google Drive – sharing drive

https://drive.google.com/drive/shared-drives

Clear space in Gmail

Messages and attachments, like items in your Spam and Trash folders, take up space. So manage your mail to meet the storage capacity limit

Gmail process

https://support.google.com/mail/answer/6374270

5 | Clear space in Gmail [case 1]

3. Clear space in Gmail

Messages and attachments, like items in your Spam and Trash folders, take up space. So manage your mail to meet the storage capacity limit that apply to you.

Gmail process

https://support.google.com/mail/answer/6374270

Case 1 Permanently delete large emails in Gmail

1 In the Search box, type has:attachment larger:10M

2 Click Search, Note: Replace "10" with a higher number to delete larger files.

3 Select the emails you don't need, then click Delete.

4 On the left side of the page, click Menu ≡ › Trash.

5 At the top, click '**Empty trash now'.**

5 | Clear space in Gmail [case 2]

3. Clear space in Gmail

Messages and attachments, like items in your Spam and Trash folders, take up space. So manage your mail to meet the storage capacity limit that apply to you.

Gmail process

https://support.google.com/mail/answer/6374270

Case 2 Permanently delete emails in your Spam folder

1 On the left, click **Spam**. If you don't see Spam, click **More.**

2 At the top, click Delete all spam messages now. Or, select specific emails, then click Delete forever.

3 For other ways to search for email, learn about Gmail search operators.

6 | How to download your Google data

※ **Important:** If you download your Google data, it doesn't delete it from Google's servers.

> **You can export and download your data** from the Google products you use, like your:
> Email, Documents, Calendar, Photos, YouTube videos, Data about registration and account activity
> To keep for your records or use your data in another service, you can create an archive.

Step 1	Step 2	Step 3
Select data to include in your download archive	Customize your archive format	Get your Google data archive

Need additional details, follow https://support.google.com/mail/answer/6374270

6 | How to download your Google data <Step 1>

Step 1

Select data to include
in your download archive

Process Detail >

1 Go to the Download your data page.

https://takeout.google.com/?pli=1

Google products that have your data are automatically selected.

- If you don't want to download data from a product, uncheck the box beside it.
- If you only want to download some of your data from a product, you may have the option to select a button like All data included List. .
- Then, you can uncheck the box next to data you don't want to include.

2 Select Next step.

- **Important**: Your data file may not include changes made to your data between when you request a download and when you create your archive. Learn more about what data may not be included.

6 | How to download your Google data <Step 2>

Step 2

Customize your archive format

Process Detail >

Delivery method

Send download link via email | Add to Drive | Add to Dropbox | Add to Microsoft OneDrive

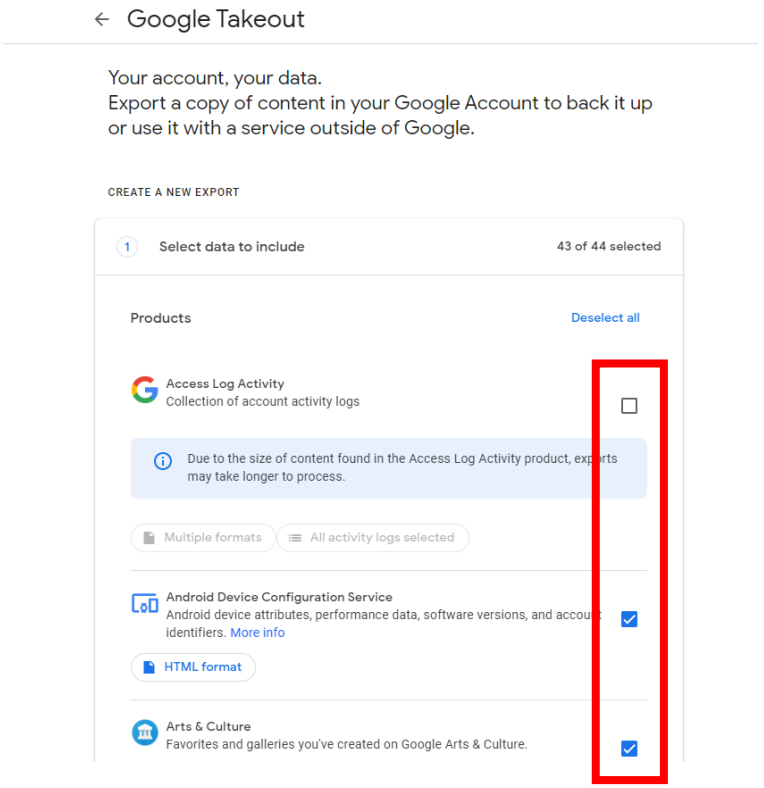
Google will email you a link to download your Google data archive.

1. For "Delivery method," select **Send download link via email.**
2. Select **Create export.**
3. In the email that arrives, select **Download archive.**
4. To download your Google data, follow the steps on the screen.

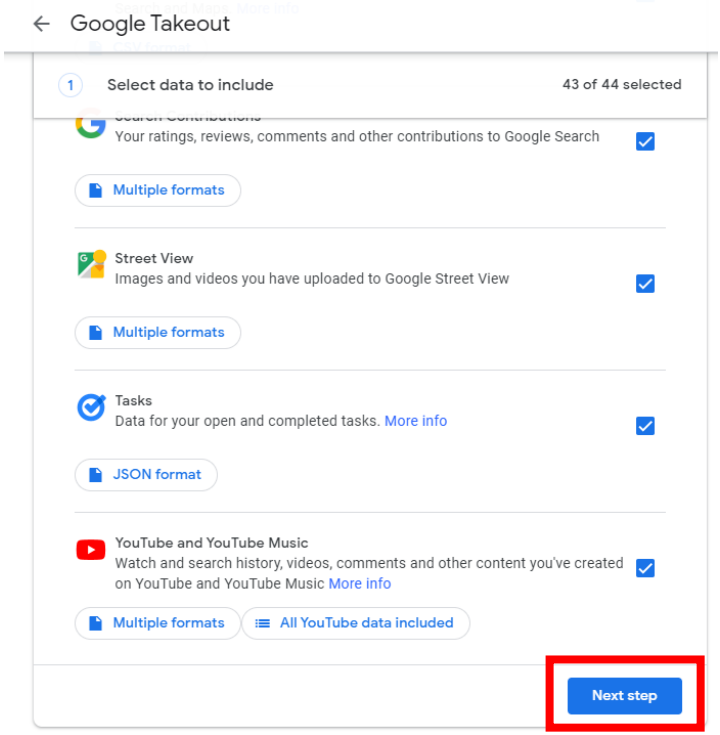
6 How to download your Google data <Step 2 :Send download link via email>

1 On Google Takeout, select data to include

https://takeout.google.com/?pli=1

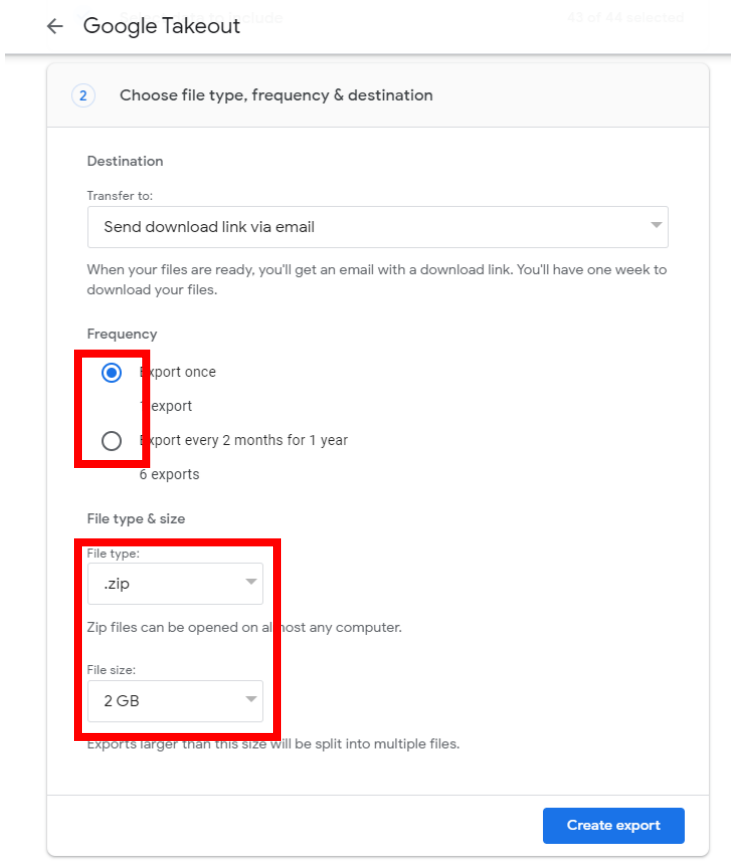


2 Select the required file and Select **Next step.**

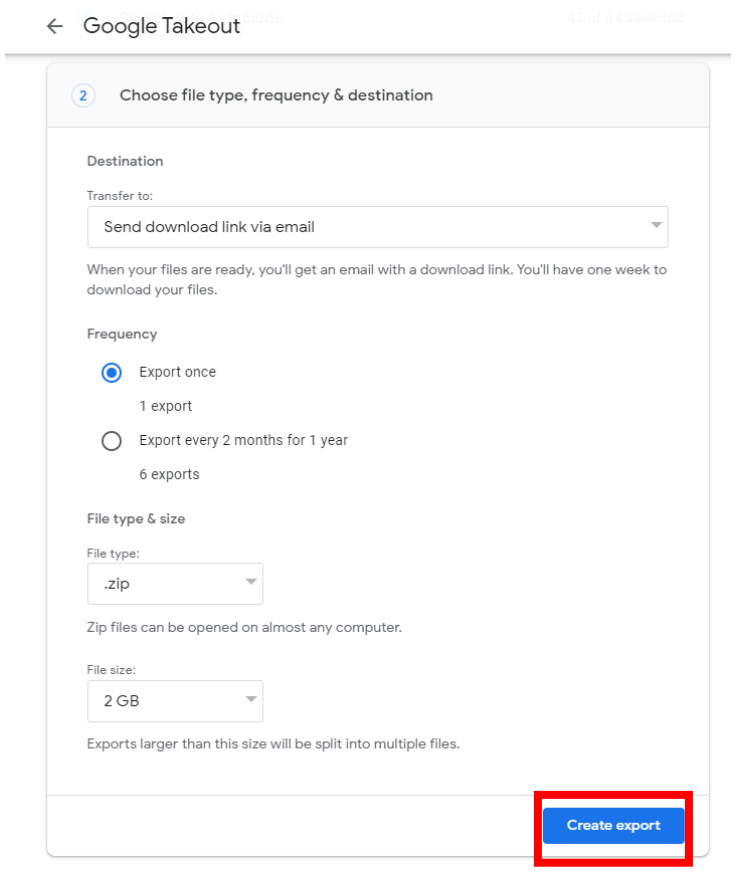


6 How to download your Google data <Step 2 :Send download link via email>

3 Select Frequency type and file type & size

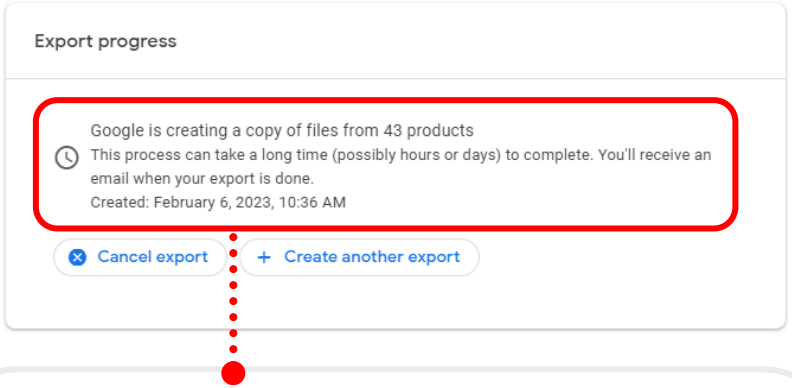


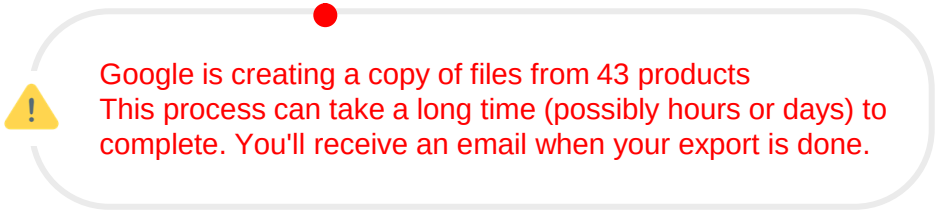
4 Select **Create export.**



6 | How to download your Google data <Step 2 :Send download link via email, Step 3>

5 Select Frequency type and file type & size





6 In the email that arrives, select **Download archive.**

7 To download your Google data, follow the steps on the screen.

Step 3

Get your Google data archive

When your archive is created by using one of these options, we'll email you a link to its location. Depending on the amount of information in your account, this process could take from a few minutes to a few days. Most people get the link to their archive the same day that they request it.

***Note**: If you're enrolled in the Advanced Protection Program, your archive will be scheduled for two days in the future.*

7 | FAQ.

Download the data by June 30th.

- **1 / Why do I need to delete the file?**

It is an inevitable decision because it is Google's policy. Google has announced a Storage Limit Policy of changing its storage capacity from "unlimited provision" to 100TB. It's a compliance according to Google's regulations, not the school's own regulations.

It is expected that there will be many inconveniences for school members due to the cancellation of the unlimited webmail policy. It is difficult to provide unlimited paid storage space.

- **2 / What is the easiest way to keep a file?**

Google offers a variety of ways to transfer data. It's easiest to get a link to download the entire file via email. This guide explains it in detail, so please follow it. Click on the following link if you want another way.

https://support.google.com/accounts/answer/3024190?hl=en#zippy=%2Csend-download-link-via-email

7 | FAQ.

- **3 / Can I personally pay for it and increase the storage capacity?**

Due to Google's restrictions, the kdis.ac.kr account cannot be expanded by purchasing additional licenses or paying for them. Please transfer the data through Google service.

- **4 / How many files should I manage?**

It's important to reduce the amount of files Depending on the type that applies to you.

Type	Storage capacity limit	Account Available	Detail
Student	10GB	Available	Only one account can be created per student
Graduate	1GB	Available	Only one account can be created per student
Professor	10GB	Not available	Delete an account in case of resignation
Staff	1GB	Not available	Delete an account in case of resignation
Group	1GB	Available	Automatically delete your account if you have not accessed it for more than 3 months. Need continuous use and backup. (Note: There is no additional notice service)