October 28, 2022

Greetings in St. La Salle!

We would like to announce a few changes in our policy, specifically on Google Shared Drives and online storage quotas for DLSZ Google Accounts.

In 2021, Google announced they will discontinue their unlimited storage service for educational institutions, limiting DLSZ's *entire* storage to only 177 terabytes (100TB default + 77 TB from paid student licenses), covering data in Gmail, Google Drive, and Google Photos. As of October 2022, DLSZ is already at 167.7 TB, even after deletion of most of the day school alumni accounts.

To keep DLSZ's Google storage use below the set quota, by February 10, 2023, ISTS will:

1. **Delete ALL previously created, unofficial Shared Drives**
2. **Apply storage quotas to all DLSZ Google Accounts**

As such, all students and Lasallian Partners must take steps to clean up their data and backup important files accordingly. *Please see instructions/tips below.*

DLSZ Shared Drives Policy:

1. Only select ISTS personnel have access to create new, official Shared Drives in Google Workspace. This setting is already in effect.

2. Each Office/Unit and Department is provided with *one* official Shared Drive.

   a. Unit and Department Heads will manage who from their team should have access to their Shared Drive.

   b. The office/unit should organize their files in folders accordingly.
   For example:
      i. 2021-2022
         1. Project ABC
         2. Activity 123
      ii. 2020-2021
         1. Letters

3. Special Shared Drives may be created upon request and endorsement by the department head. These are only for important files that must be kept long-term.
   (e.g. PAASCU-BRafeNHS, PAASCU-GS, DLSZ Policies and Procedures, HS-SRCC, etc).

4. Students cannot request for any Shared Drives.

5. Apart from Official and Special Shared Drives, ***all other Shared Drives and the files contained therein will be deleted after February 10, 2023.***

DLSZ Google Account storage policy:

These will be set after February 10, 2023.

1. All student accounts will be given a **20 GB storage quota**.
   This is more than the standard 15 GB quota given to personal Google accounts (gmail.com).

2. Lasallian Partners' accounts will be given a **100GB storage quota**.

   (If more storage is needed, see Microsoft OneDrive below.)

3. Students and Lasallian Partners are responsible for managing their own email, photos, and files on Google Workspace and keeping them below the quota.

4. As much as possible, personal/non-DLSZ related files, photos, and videos should be stored in personal accounts and drives to retain access even after graduation/transfer (for students) or resignation/retirement (for employees).

5. If your account goes over the quota, you cannot create or upload files in Google Drive or Google Photos. Email messages can still be received.
   For more info on going over user quotas:
   https://support.google.com/a/answer/12002975#user_impact

Instructions / Tips:

1. To check your account's current Google storage use, sign-in to:
   Storage - Google Drive
2. DLSZ's Microsoft 365 subscription allows for *1TB of storage per user account in Microsoft OneDrive by default.* Large files and videos may be stored in OneDrive.
3. To transfer from your existing Shared Drives or Google Drives to Microsoft OneDrive:
   a. Temporarily download all files in Google, that are to be transferred, to your local computer hard drive storage. Google Apps files should be downloaded as their Microsoft Office version counterparts *(i.e. Google Docs should be downloaded as Microsoft Word .docx files to your local drive.)*
   b. Sign into Office 365 Login | Microsoft Office using your school account and click the Apps (9 dots waffle) icon at the top left, then click OneDrive.
   c. Click and drag (or copy) the downloaded files (from Google) on your local drive to the browser with OneDrive open.
4. To transfer data from your existing Shared Drives or Google Drives to Official Shared Drives:
   a. Highlight, by holding down the mouse button and dragging, to select all folders and files you would like to move.
   b. Right click the highlighted items to open the context command menu.
   c. On the context command menu, click the "Move To" command and navigate to your Official Shared Drive as the destination of the transfer.

Thank you for your understanding and cooperation.

In St. La Salle,

ISTS Department
De La Salle Santiago Zobel School