WCI GOOGLE WORKSPACE FOR EDUCATION POLICY

WCI uses **Google Workspace for Education** (formerly known as G Suite for Education) to manage classrooms and assignments, to share each session's schedules and course outlines and to communicate with students via email at their WCI email address. Each enrolled student is given a WCI Username (email address) and access to all accompanying Google Apps. It is the student's responsibility to regularly check their WCI email, as that is the email address all WCI communications will go through.

Google Classrooms and the posted materials for each cohort will be available during the two year training period, and for two years after the training ends. After this time the Classrooms will be archived and will no longer be available.

On graduation from a WCI program: WCI graduates are welcome to keep their WCI User (email address) and access to all accompanying Google Apps (with the exception of Classrooms as outlined above) indefinitely.

On withdrawal from a WCI program: A withdrawn student's WCI User will be closed three months from their withdrawal date and they will no longer have access to emails sent to their WCI email address, or Classroom handouts, recordings, etc.

In the event that WCI discontinues using Google Workspace for Education we will notify current Users so they can move their documents, email contacts, etc. three months beforehand.

REVIEWED 1/1/2025