

bit.ly/AoPGoogleAdmin

(Link to this document. It is case sensitive.)

**The Archdiocese of Philadelphia
Office of Catholic Education
Department of Technology
Recommended Settings for the
Google Admin Console**

The order of the items below follows the order of appearance within the Management Console.

These settings are based upon cart based devices.

The settings trend toward more secure.

**If students are taking devices home, some of these recommendations may not apply.
Every school is unique and some of these settings may not apply to your specific school
environment or situation.**

Feel free to leave suggestions in the comments bar or contact us at:

techcoaches@archphila-occe.org

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Other Resources:

[Google's Manage Device Settings Guide](#) - A helpful guide.

[Useful G-Suite Add-ons, Extensions and Apps for Education](#)

Google Console User Management Settings - [Video](#)

Google Console Users Overview - [Video](#)

AOPTech's Google Console [YouTube Playlist](#)

Recommended Organization Unit Structure

Super administrators recommended - 2 min, max of 4

Organization Recommended Structure

School Domain

Admin - Principal, AP, etc.

Office Staff

Students - (organize by graduation year)

Class of 2017

Class of 2018

Class of 2019

Teachers

Volunteers

Chromebook Enrollment Suggested Settings

Device Management

-- Chrome Management

-- *User Settings*

- **Custom Wallpaper** - helps to identify ownership of device.

- **Force-installed Apps and Extensions** - Search in the Chrome Web Store

- **For Students**

[EasyBib Toolbar](#) - (optional - recommended for secondary schools)

[Hide Youtube Comments](#)

[Screencastify](#)

- **For Teachers**

[Grammarly](#)

[Screencastify](#)

[LastPass](#)

- **Pinned Apps and Extensions** - Search in the Chrome Web store and apply Google Classroom

- **Incognito Mode** - Disallow Incognito Mode - for students, Allow for staff.
- **Browser History** - Always save
- **Clear Browser History** - Do not allow clear history in settings menu
- **Idle Settings** - Action on lid close - logout
- **Safe Browsing** - Always Enable
- **Geolocation** - Allow sites to detect users' geolocation (provides best location information for users and when a device is in Theft Recovery)
- **Pages to Load on Startup** - Redirect to the school homepage (optional)
- **Sign-in Within the Browser** - Block users from signing in or out of Google accounts within the browser. (blocks personal accounts once logged into the Chromebook)

Device Management

-- Chrome Management

-- **Device Settings** - [walkthrough video](#)

- **Forced Re-enrollment** - Turned on. Increases physical device security.
- **Disabled Device return instructions** - Put the school address and phone number.
- **Guest Mode** - Do Not allow guest mode (provides device security)
- **Sign-In Restriction** - use the wildcard (*) plus the domain to prevent outside user access.
- **Autocomplete Domain** - Use the domain name, set below, for autocomplete at sign in. Add the domain in the text box
- **Sign-in Screen** - Never Show user names and photos
- **User Data** - Erase all local user data (specifically for cart based devices, if the devices are kept by staff / and students do not enable this setting.)

Optional Settings - Depending on your personal preference / network demands

- **Device Update Settings** - Randomly scatter auto-updates
- **Cloud Print** - choose which cloud printers to enable.

Device Management

-- Network

-- Wi-Fi - add Wi-Fi network

-- General Settings

- **Auto connect** - Only allow managed networks to auto-connect
[Helpful guide](#)

General Domain Suggested Settings

Company Profile - [Walkthrough Video](#)

- Profile

- **Support Message** - Support message section, add a message with information on how to contact an administrator at your organization. Include an email address, phone number, or other instructions on getting help from your staff. I.e. Please ask your teacher to contact Ms. Doe in room 321.

- **New User Features** - I like Rapid Release - My personal preference

- Personalization

- **Header logos** - **upload the school logo**. This helps employees quickly identify managed vs. personal google accounts.

Apps

- G Suite

- **Gmail** (a building decision. Often turned off for the younger students.)
- **Google Hangout** (recommend off for elementary students)
- **Blogger** -off due to terms of use

- **Contacts:** Click on Contacts → Settings for Contacts → Advanced Settings → **Enable Contact sharing**

Recommended App Settings

Google Calendar

Perfect for cart sign-outs, meeting room reservations or electronic resources that may be reserved or signed out e.g. cameras, DVD players, mobile projectors

Go to Apps → G Suite → click on calendar → resources
“Create a new resource” - [Helpful guide](#)

- External sharing options for primary calendars - switch to “share all information, but outsiders cannot change calendars
- Internal sharing options for primary calendars - Switch to: “Only free/busy information (hide event details).

Classroom

General Settings → Teacher Permissions

Who can create classes?

- Change to Verified Teachers Only

Gmail

Generally we recommend gmail be limited to only internal sending and receiving for k-6th grade.
External email may be enabled for students in 7-12 grade.

Both the older option and newer option for restricting deliver are below. Admins should choose 1 option, NOT both.

- **Routing** Select your OU group, Routing → Configure → Provide a name for this rule → Select Inbound and Outbound, #3 for above messages → Reject

- **Restrict Delivery** (new method) Apps → G Suite → Gmail → Advanced Settings, select OU group.

Scroll down to Restrict Delivery. Click Configure. (it appears on the right when you hover over “restrict delivery”)

#1 Provide a name for this rule (such as Internal only).

#2 I recommend filling in the custom error message “This email address is restricted to sending and receiving internal email only. For assistance please contact ****@yourdomain.com”

#3 Add list, create, then select edit. Add in your domain, @classroom.google.com and @khanacademy.org

#4, the option should be selected “Bypass this setting for internal messages.”

- **Objectionable Content** - [word list](#)
 - Forward or reject
- [Regex list](#)

Hangouts

Recommendation that this be disabled for students. Hangouts for teachers and staff should be on.

If left on for students - the following are recommended settings: (Note hangouts is not a core G-suite service, so it is only available for users 13+).

- Chat history is on. (The chats then become searchable w/ Vault)
- Turning this on, will also turn off the ability to chat within a Google Doc/Slides/ Sheets
- Make sure “ Do not allow users to change this setting.”

Vault

- Click on <https://ediscovery.google.com/discovery/>
- Click on retention. Under default retention rules, change all options to “Keep messages indefinitely.”

Apps → Additional Google Services

Blogger and Google+ Recommendation that these are disabled for students
Google Payments - turned off for students.