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MEMORANDUM

TO: Members, Utah State Board of Education

FROM: Scott Jones
Deputy Superintendent of Operations

DATE: September 8-9, 2016

ACTION: Implementation of Google and/or Microsoft 365

Background:

The USBE staff are currently limited on their ability to collaborate both internally and externally with stakeholders. The USBE staff through the Information Technology section are seeking a platform that continues our internal communication but also expands our ability to collaborate more effectively.

Board Strategic Plan:

This item supports the following imperative(s) and strategies in the Board's Strategic Plan:

- System Values

Anticipated Action:

It is anticipated that the Finance Committee will review the recommendation of the USBE staff to move to a platform that allows better levels of collaboration with stakeholders and forward the recommendation to the full Board for approval.

Contact: Scott Jones, Deputy Superintendent of Operations, 801-538-7514

FY 17

USBE Information Technology



Google and Office 365 Comparison

Utah State Board of Education



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Utah State Board of Education

EXCELLENCE FOR EACH STUDENT

Adopted February 2016

PURPOSE: EDUCATIONAL EXCELLENCE

The foundation of the Utah public education system is to provide an opportunity for educational excellence for each Utah student. This requires advocacy, focus, and prioritization of effort.

IMPERATIVES

- I. Educational Equity
- II. Quality Learning
- III. System Values

STRATEGIES

The following are mutually reinforcing strategies that should be viewed as integrated goals and not acted upon in isolation. All strategies are rooted in each of the three listed imperatives.

- Accountability
- Educational Options
- Funding
- Leadership Development
- Teacher Retention and Recruitment
- Oversight

USBE Information Technology

Our mission is to develop and provide cost-effective, broadly based, highly functional information technology services for Utah's public school districts and charter schools, and the Utah State Board of Education (USBE). These include:

- Assuring equity among users.
- Implementing cost-effective practices.
- Minimizing duplicative hardware, software, and development.
- Promoting cooperative development and resource sharing in accordance with the strategic plan.

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Google and Office 365 Comparison

Executive Summary

Estimated Annual Costs

Plan Description	Cost per user/mailbox per year	Approximate additional yearly cost
Google Package including unlimited space and Vault (per mailbox)	\$82.00	\$33,000
Office 365 for Education	\$61.00	\$25,000

Google

USBE does not qualify for the Google education discount. The Vault includes archiving and search features. The cost quoted is not all inclusive. Google charges per mailbox. USBE has many email addresses assigned to groups, rooms, calendars, equipment, etc. These group mailboxes would need to be added to the number of user email addresses for the total number of mailboxes needed. Cost for the additional mailbox would be charged to the section requesting the additional mailbox. Users would have access to Google Docs and Google Share with an unlimited amount of space. This storage space includes the inbox.

USBE could still use the “skin” of MS Outlook and have it point to the Gmail servers.

USBE would not be able to discontinue the purchase/renewal of Microsoft Office products.

Office 365

USBE qualifies for the Microsoft education discount. Office 365 email would be similar to the current system. Each mailbox has a 50GB inbox limit. Our system would continue to use the Barracuda software for archival purposes. This allows USBE to quickly respond to any GRAMMA requests as our internal staff would manage the Barracuda application. Additional costs for additional mailboxes would apply with Office 365 as well.

Users would have access to online versions of Microsoft Word, Excel, and PowerPoint as well as the fully installed versions of Word, Excel, PowerPoint, Outlook, Publisher, and One Note, including access to 1TB of space on One Drive for sharing documents. Users would be able to share current documents without recreating them in another format.

Email and Document Sharing Options

USBE internal email exchange – current system, no change

Google only – All USBE staff have a Gmail account/address.

Office 365 only – All USBE staff have an Office 365 account/address.

Combination of Office 365 and Google - Individual Gmail licenses may be purchased from USBE IT. Individual Gmail licenses would be limited and these individuals would have two separate email addresses.

- Governor’s office uses Google and Google Docs
- Legislators use Microsoft Office 365 and One Drive
- Attorney General’s’ office is moving to Microsoft Office 365
- Some LEAs use Office 365 some LEAs use Google Docs.

Staff Support

Help desk and operations staff would see an increase in workloads due to supporting additional products.

Security

A security benefit of moving to Google or Office 365 is the possibility of adding Dual Authentication (Additional cost). This would increase security in many areas.

It is important to note that document security would be in the hands of the user. With options to save to the cloud, a user can save the document to a share drive that is not backed up by USBE IT. Users will need to be aware of who they are sharing their documents with and where documents are saved; local server or cloud.

Additional Information

- USBE will not need to manage an internal Exchange Server with either option of Office 365 or Google.
- USBE would need to maintain the email archive system for GRAMMA requests. USBE emails are kept for 5 years. A dual email system would require extra support and time to respond to GRAMMA requests.
- USBE would need to research options to maintain the current level of security on mobile devices.
- CJIS information should not be allowed to land on Google Drive or Microsoft One Drive.
- User deleted items may not be retrievable.
- Sites on Google or Office 365 are essentially SharePoint (the intranet) in the cloud.
- USBE will not be in control of data if users choose to share their documents and drives. This compromises the privacy of the data.
- Google and Office 365 are subscription based purchases for one year at a time and subscriptions can be cancelled.