



Google Drive Storage

Who- All Staff & Students

Possible Action

- Google will continue as an LISD resource
- As of Fall 2022, LISD placed storage quotas on all users due to Google no longer allowing unlimited storage for educational institutions.
 - Even with storage quotas being adjusted, it is recommended staff and students continue to delete old/unneeded files.
- **Remove all personal data and photos from your LISD Google Drive.**



Google Drive Storage Cleanup

Who- 1st -11th Grades

Action- Remove and clean up personal/old files

- **Remove all personal data and photos from your LISD Google Drive.**
- Remove all unneeded files from your LISD Google Drive currently owned by you.
- Click this [link](#) for more information on how to clean out your Google Drive.



- LISD files that are not shared or accessed by students may be moved to [Microsoft OneDrive](#) for long term storage.
- To do this, you will need to download the Microsoft OneDrive app from the LISD SelfService on your LISD iPad.
 - To login into your OneDrive account, students will use their LISD email address and username.
 - LISD provides 1TB of storage to all students through Microsoft OneDrive.
 - Microsoft OneDrive provides similar functionality to Google Drive.