



What Settings To Use When

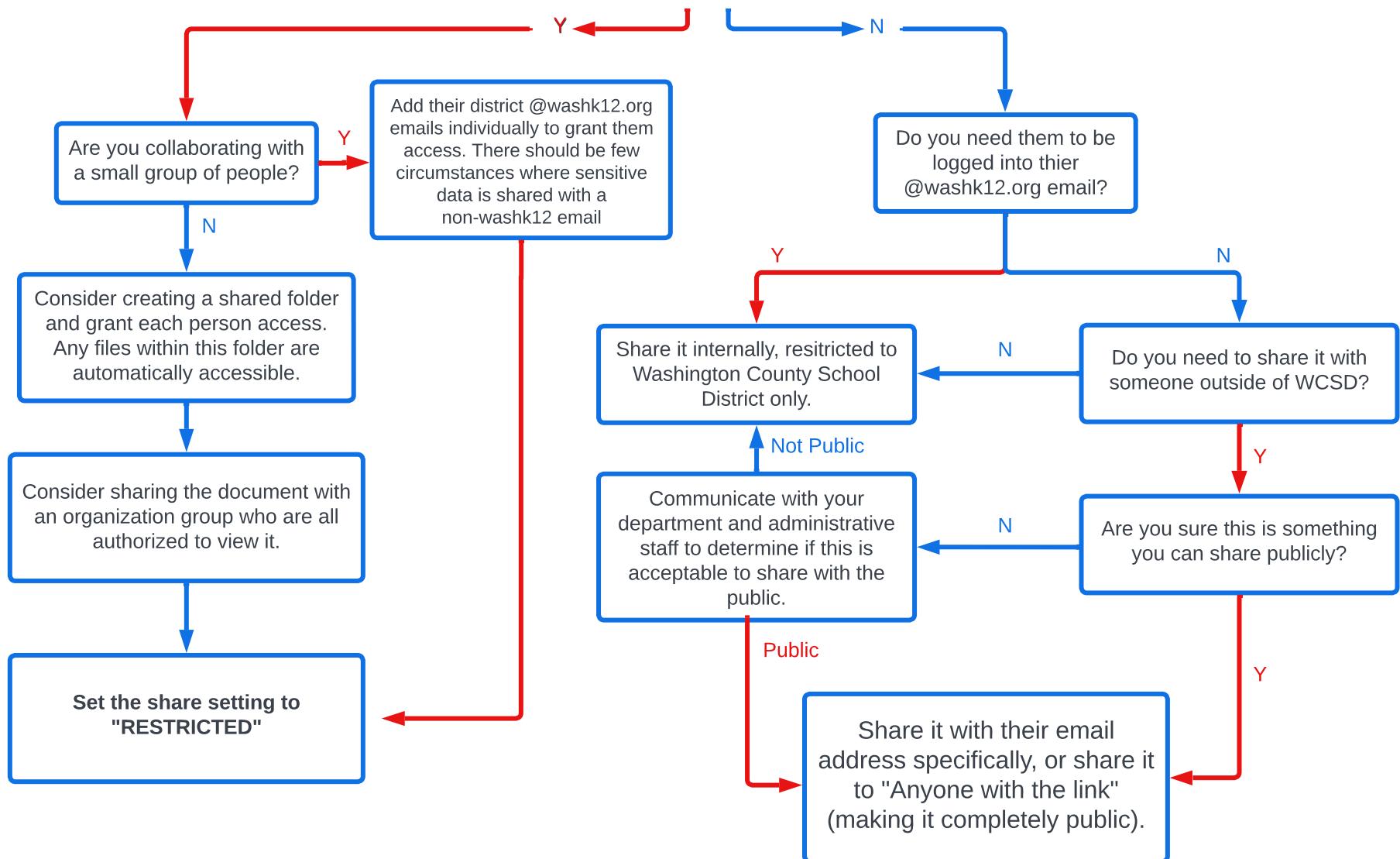
# Sharing Google Drive Files

in Washington County School District



Does it contain **Sensitive Data**?

\*Data that must be protected and inaccessible to unauthorized parties. This includes personal student information, grades, behavior reports, student descriptions, non-public faculty information, etc.



## Edit Settings for Google Documents

Viewers can only view files

Editors can change your document

Commenters can add notes

Sending a Google Form?

Using the share button gives them a link to INPUT their own data (safe). Adding them as a Collaborator gives them full access to edit and view your survey results!

Want to send something that doesn't require Google Drive?

Download it as a PDF Document and Email it.  
(File -> Download as -> PDF)

