The Universitat de València activates Google Workspace for Education for all staff and students

The service includes storage space, the Google suite of applications (Docs, Sheets, Slides and Calendar), Gemini, Gemini Notebook and Google Colab. It must be activated through the user portal and users must accept the conditions of use. In October there will be three training sessions for teaching and research staff, administration and services staff and students.

The Universitat de València (UV) has subscribed to the **Google Workspace for Education** programme, a set of cloud-based tools that Google makes available to educational institutions to support teaching, learning, research and administrative management. Specifically, the UV has subscribed to the **Education Fundamentals** edition of the programme. The service will be available to all teaching and research staff (PDI), technical, management, and administration and services staff (PTGAS) and students at the University.

What is Google Workspace for Education?

Google Workspace for Education is Google's educational suite, which integrates productivity and collaboration tools —such as Drive, Docs, Sheets, Slides and Calendar— with administration and security features designed specifically for schools and universities, all in a single environment. The aim is to provide a secure, flexible workspace that can be accessed from any device, enabling the university community to collaborate, teach and learn more efficiently.

At the UV, activation of the programme provides the following services and features:

- **Storage space (Google Drive):** 1 GB for students and 3 GB for PDI and PTGAS.
- **Workspace applications:** access to Google's collaboration tools (Docs, Sheets, Slides, Calendar, etc.) for content creation and management.
- **Gemini:** Google's AI assistant, available as a standalone application.
- **Gemini Notebook (NotebookLM):** an AI tool that allows users to organise and analyse their own documents —notes, articles, reports— and generate summaries, study guides or materials based on those sources.
- **Google Colab:** a cloud-based environment for writing and running code, especially used in research, programming teaching and data analysis.

How to activate the service

Access to Google Workspace for Education **is not automatic**: each user must activate the service individually through the **UV user portal at https://cuentas.uv.es**, where they must read and accept the terms and conditions of the service.

Privacy and data processing

Before its implementation, the UV reviewed Google's privacy terms for this programme. The most relevant aspects include:

- Google's **core services** within Google Workspace for Education (Drive, Docs, Calendar, the Gemini application and Gemini Notebook, among others) **do not include advertising** and students' and staff members' data in these services **are not used to create advertising profiles or sold to third parties**.
- When using **Gemini** with an institutional Google Workspace for Education account, conversations and uploaded files **are not reviewed by humans** or used to train or improve Google's AI models. This protection is automatically applied at no additional cost and with the same level of enterprise security as the rest of Workspace services.
- Data generated using institutional accounts is subject to the **Google Workspace for Education Terms of Service** and the **Google Workspace for Education Privacy**

Policy, which set out what information is collected (the content created by each user and certain service usage data) and how it is protected.
- The University's administration, through the Admin Console, can enable or disable services, manage domain security and implement data protection measures in accordance with applicable legislation.

The University recommends that all members of the university community read the terms and conditions carefully before activating the service and make responsible use of the AI tools, always verifying the information generated by Gemini, especially in academic or research tasks.

Permitted uses

The activation of Google Workspace for Education at the UV is intended to support the following activities:

- **Teaching and learning:** preparation of materials, monitoring of subjects and collaborative work on documents and presentations.
- **Research:** analysis and organisation of documents using Gemini Notebook and development and execution of code using Google Colab.
- **Administrative management:** institutional communication, diary and calendar management, and storage of working documents within the allocated storage limits.
- **Artificial intelligence support:** use of Gemini as an assistant for writing, summarising, translating or generating ideas, always using one's own judgement and subjecting the output to human review.

The use of the service must at all times comply with the regulations of the Universitat de València on the use of information systems, applicable data protection regulations and the terms of use accepted at the time of activation.

Training sessions

To support the launch of the service, the UV is organising **three webinar training sessions** in October, one for each user group. All sessions **will be recorded** and made available for later viewing.

Group	Date	Time
PDI	20 October	15.00–17.00
PTGAS	22 October	10.00–12.00
Students	28 October	15.00–17.00

Information about registration and access to the webinars is available at the following link:
https://educationonair.withgoogle.com/events/academia-gemini-uv