Google Apps For Ryerson - Ryerson Domain Administrative Settings

	Google App Settings	Setting Options	Ryerson Domain Setting Selected	Comments
#	**Google Calendar Settings**	**Setting Options**	**Setting Selected?**	**Comments**
1	Sharing a primary (personal) or secondary calendar with other Ryerson users (internal calendar sharing):	No sharing: Calendars aren't shared by default, but users can change the settings. Only free/busy information (hide event details): Only free/busy information is displayed by default, but users can change the settings. Share all information: All information is public by default, but users can change the settings. Users can also make particular events private.	✓	This setting represents the default sharing option of calendars with other users within Ryerson University. All calendars are set to remain private (No Sharing) so that only the owner can see their own calendar details. Using APIs we have allowed Ryerson employees, including instructors and staff to see only free/busy details of other instructors and staff calendars as the default setting. Any users are able to change this setting for their calendars.
2	Sharing a primary (personal) calendar with others outside of Ryerson (external calendar sharing):	Only free/busy information (hide event details): Users can allow people outside your domain to know when they are busy or available, but event details are hidden. Private addresses are hidden from users' calendars. Share all information, but outsiders cannot change calendar: Users can share their calendar information with people outside your domain. This includes guest list, location, and description. Private addresses are hidden from users' calendars. Share all information, and outsiders can change calendars: Users can fully share their calendar information with people outside your domain. This includes guest list, location, and description. Private addresses are displayed. Share all information, and allow managing of calendar: Users can fully share their calendar information with people outside your domain, and they can grant outsiders permission to manage their calendars. Private addresses are displayed.	✓	This setting selected represents the highest level of sharing that Ryerson users can choose to share their calendars to anyone outside of Ryerson. by default, users calendars are NOT shared with anyone outside of Ryerson University. If a user chooses to share their calendar publicly, there are no constraints on how widely they can share access.
3	Calendar Labs	Enable Calendar Labs for our users	✓	Calendar Labs allow users to add additional features to customize their Google Calendar. These features are sometimes new, or pre-releases. By enabling Labs, users can select or remove available tools in their own calendar. Calendar Labs do not affect the content or functionality of the basic calendar, nor do they alter any settings applied by the administrator.
	Contacts Settings	**Setting Options**	**Setting Selected**	**Comments**

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1	Enable contact sharing	Automatically share contacts within Ryerson University.	✓	Through an API we turned off contact sharing off for any user who is not a Ryerson employee (including instructors and staff). This setting can not be changed by users. Our goal was to hide student contact information from the directory.
2	Choose which user email addresses should be visible to other users:	Show all email addresses: Include both the primary email address and any alias addresses for users in the domain		
		Hide the primary email address if the user has a nickname		
		Hide aliases: Include only primary email addresses.	✓	
3	Choose what is shown in the brow-sable "Directory" in Contact Manager:	Show only domain profiles: Include profiles of users with accounts in your domain only.	✓	The Directory in Google Contacts contains email addresses of all Ryerson employees, including instructors and staff, full name and their email address.
		Show only domain shared contacts: Include contacts added to the list using the Domain Shared Contacts API. They are people who don't have email addresses in your domain, but who your people need to be able to contact.		
		Show both domain profiles and domain shared contacts: Include both the aforementioned internal users and external contacts.		
		Disable contact sharing Do not automatically enable contacts to be shared within Ryerson University		Disabling contact sharing removes all Directory entries from search results within the Contact Manager and from auto complete in Google Apps and other services enabled for your domain.

#	Email (Gmail) Settings	Setting Options	Setting Selected	Comments
2	Offline Gmail	Enable Offline Gmail for my users	✓	Gmail Offline is a Google Chrome app that lets you read and manage messages when you don't have an Internet connection. You can even compose messages that will be sent when you're back online. Ryerson chose to enable this setting as this feature matched existing email options we previously had with email clients such as Groupwise and Outlook which allowed our users to work offline.
3	Gmail Labs	Enable Gmail Labs for my users.	✓	Gmail Labs are features (usually pre-release) that users can enable to add key business functionality to their Inboxes. Users can go to the Labs tab in their Gmail Settings to turn on the Labs they want to use to customize their own Gmail.

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4	Apps Search	Enable Apps Search for my users. Extends search with Google Docs and Sites results. Apps Search will find the most relevant Docs and Sites and show them below the Mail search results.	✓	
5	POP and IMAP access	Disable POP and IMAP access for all users.		By not selecting this setting, we allow users who prefer and want to use desktop email clients such as Thunderbird or Outlook to access their Google Apps mail.
6	Outlook & BlackBerry Support.	Enable Google Apps Sync and Google Apps Connector for my users	✓	
7	Mail Delegation	Let users delegate access to their mailbox to others in the domain.	✓	This setting was selected to allow (for example) managers who need to delegate email access to their assistants. Email sent from a delegate is listed in the recipient's Inbox as sent by the owner's account, but on behalf of the delegate. This allows for accountability and no impersonation. Allowing mail delegation for those who choose to use it, was a more secure option for this functionality than the alternative that users had done in the past which included sharing passwords. With this setting access is limited, the following action are restricted: - Change account settings (which includes delegating your manager's email to another user) - Use Task lists - Use or enable Gmail Labs - Change Gmail Themes - Use Offline Gmail
8	Themes	Let users choose their own themes.	✓	This is the visual look and layout a user can choose to customize their own Gmail.
9	Email Read Receipts	Do not allow email read receipts to be sent.		Ryerson's previous email client had a feature that allowed users to see when their messages had been read. This setting enabled in Gmail is different in that it allows the sender to request a read receipt, but the recipient gets notified that the sender has requested a read receipt, and then has the option to send one, or not. If they choose not to, the sender gets no indication of this choice, or that their
		Allow email read receipts to be sent to all addresses in my organization as well as the following email addresses:		
		If above is selected: Prompt the user for each read receipt request? Email read receipts are automatically sent unless this option is selected.		

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	Google App Settings	Setting Options	Ryerson Domain Setting Selected	Comments
		Allow email read receipts to be sent to any email address. Users will be prompted each time a read receipt is requested.	✓	
10	User Email Uploads. The Email Migration API allows your users to migrate mail from their old accounts into Google Apps email. If you prefer to manage the email migration for your domain, you can disable this feature.	Allow users to upload mail using the Email Migration API. (Administrators always have access to this API.)	✓	All migrations for users from Ryerson's previous mail systems were all done by our computing department. This setting option enables users to have access to an EMail API in case they need to migrate email from their other personal accounts
11	Automatic Forwarding	Allow users to automatically forward incoming email to another address.	✓	We've allowed our users to have the choice to set up email forwarding to provide the option to send their email to an account they use more frequently, or prefer to use.

#	Google Drive and Docs	Setting Options	Setting Selected	Comments
1	Default Document Visibility for newly created documents	This organization: The document is searchable and viewable to everyone in your organization (Ryerson).		All Google Docs files created in Google Drive, and all files uploaded by users to their Google Drive remain private until a user explicitly decides to share it.
		People at this organization with the link: People at this organization but only those who have the link can access.		
		Private: Only people explicitly granted permission by the owner can access.	✓	
2	Sharing Options Outside this organization:	Users cannot share documents outside this organization. Sub selection: Let users receive documents from outside this organization		While the default setting for any files is private, Ryerson users have the ability to share with users outside of Ryerson, or change the visibility settings of documents to be public on the web if they choose to do so. When a user shares a file with users outside of Ryerson, a warning message displays, confirming this is the desired action.
		Users can share documents outside this organization	✓	
		Warn users when sharing outside this organization: Users will be asked to confirm when they share outside the organization. This serves as a reminder to make sure the shared document is not confidential.	✓	
		Allow users to publish documents on the web or make them visible to the world as public (meaning anyone on the Internet can find and access the document) or unlisted documents (will not show up in search results, but it is accessible to anyone on the Internet who knows the link).	✓	
3	Google Cloud Connect for Microsoft Office	Allow users to use Google Cloud Connect in my Organization (Google Cloud Connect is a plugin for Microsft Office that lets users automatically share, sync and edit their Word, PowerPoint and Excel documents with Google Apps.)	✓	

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4	Google Drive General Settings	Allow users to download, install and use Google Drive for Mac/PC: Google Drive for Mac/PC lets you sync your files between your computer and Google Drive, so you can access your most up-to-date files from any device and easily collaborate on work with others	✓	Users were adopting and using commercial products such as Dropbox for it's cloud storage and cability to synchronize files on their computers. Allowing users the option to download and install the Drive client to synch their files if they choose to do so gives them equivalent functionality of these commercial products, and has the added value of being a product that is under contract and supported at Ryerson thus potentially preventing users from seeking out and using less secure products that were not under the control of the University.
		Allow use of Google Drive for Mac/PC, but hide the download links in the Drive interface.		
		Do not allow Google Drive for Mac/PC in your organization		
		Allow users to install Google Docs Add-ons		We do not allow users to install 3rd party add-ons.
5	Offline Access	Allow users to enable offline docs: Copies of recent docs will be synchronized and saved on the user's computer	✓	Please see comments for #4 above as this setting is similar to using the dowloaded and installed Google Drive to synch files between one's computer and Google Drive. Offline access enables users to still view and edit their Google Docs in the event of no internet connection or lost connection. Edits will be synched up again with Drive when internet access is restored. Some limitations of this setting is that it only available using the Chrome web brower and the user must set it up in their settings where Google provides a warning that this option is not recommended on public or shared computers.
6	Templates	Enable Templates for Docs: This will enable user submitted templates for Google Docs in this organization	✓	We have enabled all types of templates for Docs for our users.

#	Google Groups for Business Settings	Setting Options	Setting Selected	Comments
1	Sharing Options for Outside this domain (outside of ryerson.ca) - access to groups: Select the highest level of access to your groups for users outside this domain:	Public on the Internet - Anyone inside or outside of the Ryerson domain can view, search, and post to groups	✓	This is the highest level of access to a Google groups for users outside of our Ryerson domain. This setting can be changed by the group manager who has access to the administrative settings for their group.
		Private - No one outside this domain can access groups. Existing external members can only send email to groups.		

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2	Creating Google Groups	Anyone on the Internet can create groups (Both users in your domain and anyone on the Internet can create their own groups using your Groups service. This setting applies only if Public on the Internet is selected for group access.		
		Anyone in this domain can create groups: Only users in your domain can create groups using your Groups service.		
		Only domain admins can create groups: Any Google Apps administrator for your domain can create groups. Users can't create their own groups, but they can still access their My Groups page and your Groups directory to manage their group subscriptions.	✓	Only CCS Google Admins can create a Google Group for Ryerson Users and the process is done through an API. Faculty and staff (only) can request a Google Group through the my.ryerson self-serve module. Users can select between a course, program or general purpose group. The first 2 groups have membership populated by our identity management systems. For peneral purpose groups an program groups, authorization from a Dean, Chair or manager is required prior to the creation of the group.
		Add a suffix to groups created by users: group-name "-users" @ryerson.ca (where administrator selects the suffix)		
3	Member & email access	Group owners can allow members from outside this domain (Domain admins can always add members from outside this domain) Group owners can add external addresses to their groups. They can also allow people outside your domain to join their groups.	✓	
		Group owners can allow incoming email from outside this domain	✓	
4	Group visibility	Group owners can hide groups from the groups directory: Gives group owners the option to prevent their groups from being listed in your domain's Groups directory.	✓	The visibility of a new Google Group is hidden from the directory by default. This means no one can see or search for this group unless they are a manager or member of the group. This setting can be changed by group managers.
		Hide newly created groups from the groups directory: Automatically hides any new groups that users create from your domain's Groups directory. Group owners can still override this setting and show their groups in the Groups directory.	✓	

#	Google Sites Settings	Setting Options	Setting Selected	Comments
1	Site Creation: Select whether to allow users in this organization to create new sites:	Users can create sites		Google Sites is a core App for Education. While we do have this App available to Ryerson users, it's on a request basis through CCS and are created manually. If users want to request a Google Sites, CCS will assist them with the creation. New sites remain private and only visible to the site owner.
		Users cannot create sites	✓	
2	Site Visibility: Select the	Users at Ryerson University can find and access sites		

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	Google App Settings	Setting Options	Ryerson Domain Setting Selected	Comments
		Private (only visible to site owner)	✓	
3	Site Sharing Options	Users cannot share sites outside the Ryerson domain: Only domain users can view the sites you and your users create.		
		Users can share outside the domain, but will receive a warning each time: Users in your domain can invite outside individuals to view sites they create, but are reminded that they're sharing outside the domain each time they do so.	✓	This is the highest level of sharing that a user can choose to share their site with other individuals.
		Users can share sites outside the domain (without any warning): People in your organization can invite others to view sites they create on an individual basis.		
		Users can make Sites public: Users can publish sites that anyone on the Internet can find. Sites become accessible without logging in, and may be indexed by search engines.	✓	This is the highest visibility level of sharing for a site which the user can choose to make their site public on the Internet.
4	Viewer Commenting	Users at ryerson.ca can enable viewer comments		
		Users at ryerson.ca cannot enable viewer comments	✓	

**Note: Mobile Devices Settings are not part of the Google Apps for Education services. However, we decided to evaluate them because we recognized Ryerson users would access the Google Apps using a variety of platforms/devices. In so doing, we have observed gaps in our policies, such as a complete and comprehensive mobile device security policy as well as a means to centrally manage devices. We are committed to addressing these gaps as we go forward. We recognize that closing these gaps will further assist Ryerson is reducing privacy and information security risks.

	** Mobile Devices Settings	Setting Options	Setting Selected	Comments
1	Android	Enable Android Sync for users	✓	
		Enforce policies on Android devices		
2	Google Sync	Enable Google Sync for users	✓	
		Enforce policies on Google Sync devices		
3	Device Password Settings	Password Settings Locally Applied		
		Require users to set passwords on their devices		
		sub setting: Password strength: Standard (any characters)Strong (at least one letter, number and punctuation)		
		sub setting: Minimum number of characters:		
		Number of days before password expires:		
		Number of expired passwords that are blocked:		
		Automatically lock the device after: 1 minute5 minutes15 minutes30 minutes		
		Number of invalid passwords to allow before the device is wiped:		
4	Device Settings Locally Applied	Encrypt data on device		
		Allow automatic sync when roaming	✓	
		Allow camera	✓	

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	Google App Settings	Setting Options	Ryerson Domain Setting Selected	Comments
5	Advanced Settings Locally Applied	Enable application auditing		
		Allow user to remote wipe device.		
		Enable device activation.		
		Email address for sending notifications		
6	Devices Activated (actions that can be performed)	Block		
		remote wipe		
		delete		
7	Google Play Settings	Allow users to access Google Play Private Channel		

Additional Notes Regarding Google Apps Settings

-	Google Talk/Chat was disabled due to privacy concerns, and the App not meeting our requirements for privacy by design