1:1 Technology Checklist

If you want a smooth rollout for your district's 1:1 initiative, make sure you're adequately prepared. From creating a budget to handing out devices, every detail of a 1:1 initiative requires oversight and planning. Read through our 1:1 Technology Checklist to make sure you're on the right track.

Task   Specifics

☐ **1. Establish a vision & timeline for 1:1 initiative**

☐ **2. Earn your stakeholders' buy-in**

☐ **3. Create a technology-friendly infrastructure & policies**

☐ **4. Prepare your faculty & create a shared vocabulary**

☐ **5. Research, select, & purchase the devices**

☐ **6. Build out learning curriculums using technology**

☐ **7. Communicate expectations with parents & families**

☐ **8. Deploy devices**

☐ **9. Teach students proper use, capabilities, & policies**

Notes

1:1 Technology Rollout: A Closer Look

1. Establish vision & timeline for 1:1 initiative

To get the ball rolling with a 1:1 initiative, you should start by meeting with your department internally to establish the objectives and goals of such a program. Once you've done that, create a thorough proposal including each step you'll take to roll out the technology, how your learning objectives will change, and how it will benefit your school or district. Consider what approvals might be needed, potential costs, other budgetary implications, timelines, benefits, and challenges.

2. Earn stakeholders' buy-in

Using your newly established vision, propose the 1:1 technology plan to your stakeholders, district board, or other necessary higher-ups. Once the plan is approved, consider your budget, device requirements, learning objectives, and other logistics. This may take a number of weeks or months, but the ultimate goal should be to create a plan each key player supports.

3. Create a technology-friendly infrastructure & policies

Now that plans are in motion, you need to create an infrastructure that supports your new technology. Will students take the devices home, or will they remain in class? When in class, where will devices be stored and charged, and what will the rules be about in-class use? Consider the safety controls you will utilize, such as web search restrictions or administrator logins. Draw up new policies, initiate plans for additional storage, technology support, and device repair and maintenance protocols. At this point, there should be a clear point-person established for the rollout of this initiative and an accompanying team who will manage the initiative by issuing, overseeing, maintaining, and collecting the technology.

4. Prepare faculty and create a shared vocabulary

Meet with your faculty to share your plans and goals. Provide information about the potential devices you are considering, educational resources to be utilized, policy updates, and gather feedback. Use these discussions to cement proposed plans and consider how the initiative will support or alter future learning curriculums. To ensure your district or school enters this new phase

as a team, establish a singular vocabulary for all staff and students.

5. Research, select, & purchase devices

Between iPads, Chromebooks, and other laptops and tablets, there are innumerable devices on the market that may suit your district or school's needs. Do your due diligence and select the best devices for your students at a price that fits your budget. Don't forget to consider additional costs for repair and maintenance, accessories (headphones, charging devices, cases, etc.), and additional technology (operating software, digital subscriptions, etc.)

6. Build out learning curriculums using technology

One of the biggest benefits of implementing a 1:1 initiative is the exposure to more learning opportunities. Use these tools to build out your learning curriculums to better serve your students. What educational resources will you utilize? How will these added resources expand learning objectives and alter school projects or timelines? Use faculty feedback to include specific educational resources and digital tools when relevant,

7. Communicate expectations with parents & families

Prepare parents for the 1:1 rollout and ensure faculty is ready to support student parents throughout this next phase. Send informative emails and hold in-person meetings to answer questions or address concerns. See to it that parents understand how devices should be used, when they will be issued, how maintenance and repairs will be managed, and other policies and objectives.

8. Deploy devices

Consider when devices will be dispersed, which faculty members will be involved, and how the initiative will be tracked. Asset management software, like FMX's **1-to-1 Asset Manager** can track device assignment, issue repair and maintenance tickets, assign replacement devices, manage work order logs, and remove device assignments from a singular interface. Whatever method you choose for your school, practice good bookkeeping to track student use.

9. Teach students proper use, capabilities, & policies

Once devices have been deployed, teach your students the proper uses, safety rules, and school policies. Take the time to show students the device capabilities, accessibility features, educational

modules, learning objectives, etc. Make sure they know what to do if their device breaks or who to contact if they are experiencing technical difficulties. Remember, a core goal of a 1:1 technology initiative is to encourage digital citizenship and open doors that might otherwise have been closed. Encourage excitement alongside responsibility.

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* Tips:
- Maintain touch points with students, parents, and teachers after your initiative kicks off. Check in, survey, encourage open feedback, and keep records. Find out what's working and what isn't.
- Continue to prioritize and foster your students' digital citizenship and utilize the technology to support and expand your learning curriculum.

Interested in learning more? Book a demo today to find out what FMX's 1-to-1 Asset Manager can do for you!