



IMPLEMENTATION CHECKLIST

FOR YOUR ONE-TO-ONE TECHNOLOGY INITIATIVE



STEP 1: GOALS



Develop and communicate goals for implementing a one-to-one technology initiative in your district.

- ☐ Why should districts and schools set goals for implementing a one-to-one technology initiative?
- ☐ What are common goals for one-to-one initiatives?
- ☐ What makes a goal useful?
- ☐ Who should be involved in goal setting?

STEP 2: NEEDS



Assess district needs in relation to technological capacity.

- ☐ What are the technological components of a successful one-to-one initiative?
- ☐ What additional staff responsibilities will be necessary to implement and manage a successful one-to-one initiative?
 - ☐ One-time actions
 - ☐ Recurring actions
- ☐ What is the Children's Internet Protection Act (CIPA), and what steps must a district take to abide by it?



IMPLEMENTATION CHECKLIST, CONTINUED

STEP 3: BUDGETING



Develop a budget for both one-time and recurring expenses.

- ☐ What types of expenses will districts face?
- ☐ Can schools utilize COVID-19 relief funds to finance their one-to-one initiative?

STEP 4: PURCHASING



Select and order one-to-one devices as well as other technological needs.

- ☐ What are some best practices for ordering devices and other education technology?
- ☐ Can districts save money by relying on students to use their personal devices?
- ☐ How should a district determine which type(s) of one-to-one device(s) to purchase for their students?
- ☐ How should a district determine which learning management system to use?
- ☐ How should a district determine which security software to use?

STEP 5: INFRASTRUCTURE



Set up digital infrastructure for implementation of your one-to-one initiative.

- ☐ What digital infrastructure is required for implementation of one-to-one?

STEP 6: COMMUNICATION



Develop, adopt, and communicate district policies related to your one-to-one initiative.

- ☐ What types of policies does a school district need to adopt when implementing a one-to-one technology initiative?
 - ☐ What is an acceptable use policy?
 - ☐ What is a device policy?
- ☐ Who should be responsible for setting policies related to a district's one-to-one technology initiative?
- ☐ How should a district communicate its one-to-one policies?

STEP 7: TRAINING



Train instructional staff to utilize one-to-one technology.

- ☐ Why is training instructional staff so important?
- ☐ How can school districts prepare teachers to utilize one-to-one technology in their classrooms?

STEP 8: DISTRIBUTION



Distribute one-to-one devices to students.

- ☐ What agreements do students and their parents need to sign prior to the distribution of devices?
- ☐ What should districts do if students or parents refuse to sign these agreements?
- ☐ How should devices be distributed to students?