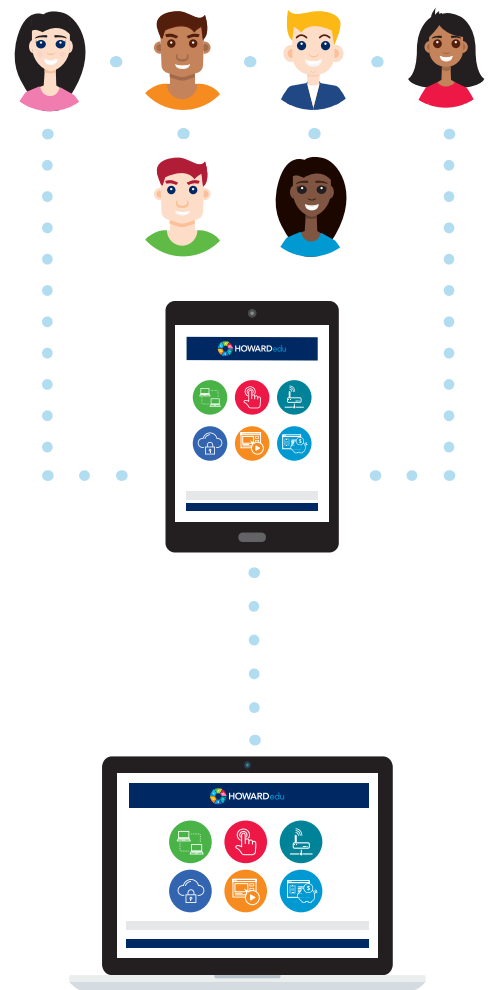## BYOD and 1:1 COMPUTING INITIATIVES
Bridge the Equity Gap with Innovative Connections

Have you experienced a fear or uncertainty of not knowing all that is needed to know when it comes to planning, implementing and maintaining a 1:1 or BYOD initiative? Howard Education is focused on working with schools districts and colleges nationwide to ensure they are prepared and equipped with the right technology to successfully plan, implement and support a mobile device initiative. We understand the challenges associated with complicated, time-intensive initiatives, such as 1:1 and BYOD (Bring Your Own Device), and we have the expertise and resources to assist schools in Bridging the Gap to ensure success!

We have created this 1:1 planning checklist to help educators feel confidence in knowing that their district and/or institution is equipped and ready for success.

BYOD and 1:1 Planning Check List
✓ Ready for success? Check all that apply.
○ Cross-Functional Leadership Committee
○ Envisioning the Future
○ Implementation Planning
○ Infrastructure, Security & Storage
○ Students' Devices
○ Teacher Devices
○ Accessories
○ Extended Warranty
○ Supporting Classroom Technology
○ White Glove Services
○ Management Services
○ Professional Teaching and Learning

1) Cross-Functional Leadership Committee

✓ Guided Focus	HOWARDedu Solutions
○ Has the cross-functional leadership committee been formed to drive the initiative and manage the project?	HOWARDedu's team helps educational leaders overcome the barriers and develop, plan, implement, and manage best practices to effectively enable BYOD and 1:1 initiatives through our implementation planning and development team members. It is our desire to meet with your leadership committee to listen to your plans and offer consultative recommendations based on your vison. HOWARDedu is here to help every step of the way!
○ Who is involved in the committee?	
○ Does the initiative have a project director?	
○ Are all the stakeholder groups part of the committee?	

2) Envisioning the Future

✓ Guided Focus	HOWARDedu Solutions
○ What is the vision for your learning initiative?	HOWARDedu's sales, engineering and professional learning teams are equipped with helping your district develop a plan to fulfill your 1:1 vision. Through HOWARDedu's Fusion (professional development services) and our unique partner relationships catered specifically to 1:1 implementations, we will help overcome the barriers and develop, plan, implement and manage policies and best practices to effectively enable BYOD and 1:1 initiatives is here to help every step of the way!
○ What are the benefits to transitioning to your digital learning initiative?	
○ What barriers/roadblocks are potential issues to moving to your digital learning initiative?	
○ Has feedback been collected from teachers, students and parents?	

3) Start Small, Think Big! Implementation Planning

✓ Guided Focus	HOWARDedu Solutions
○ Has an implementation plan been created?	HOWARDedu's client community is comprised of thousands of educators that share a common interest in 1:1 initiatives. To support our clients, we have on-staff experienced engineers, sales consultants and professional development consultants to help you at every level. We promote collaboration between districts to learn best practices that promote success.
○ Have you updated your old policies and procedures to incorporate the new digital learning initiative?	
○ How do you plan to implement and manage your policies?	Schools may consider payment options (financing/leasing) for large initiatives, as hardware, software, services may be financed to allow for a more affordable payment plan for the district. This also cultivates a standardized plan on equipment refresh and updates for the initiative.
○ How will you continually update your stakeholders on your progress?	

3) Start Small, Think Big! Implementation Planning (cont'd)

✓	Guided Focus	HOWARDedu Solutions
○	What areas will be included in your rollout plan (district/schools/grade levels)?	HOWARDedu can help you establish realistic time lines, such as professional development preparation and deployment schedules.
○	How many students and teachers will be involved?	
○	Has funding been identified for this project?	Have you updated your AUP? Allow us to help you. Howard works with distinctive partners, who maintain a hub of 1:1 related information with an environment that facilitates sharing of knowledge, ideas and opinions among educators. Would you like to connect? Follow this link to find out more: https://www.onetooneconnect.com/.
○	What is the time line for full implementation?	
○	Have you considered lifecycle costs?	It is important to consider the administration costs in maintaining and supporting a digital learning initiative. Be sure to take into account reoccurring costs like software or maintenance costs, damages, loss, theft, repairs, etc.

4) Infrastructure, Security and Storage

✓	Guided Focus	HOWARDedu Solutions
○	Do you have a solid wireless infrastructure to handle the capacity of the rollout?	Did you know HOWARDedu has network engineers on staff to extend their knowledge, expertise and services to you? Our partner schools utilize HOWARDedu engineers for consultation, planning, design and support for a variety of projects, including 1:1 initiatives. Allow HOWARDedu to help you ensure that your network is ready – it doesn't cost a dime to utilize our teams!
○	Is your bandwidth adequate to support the access needs of your initiative?	Our engineers will engage with you and your IT team to help ensure that your district's network will support the capacity of a 1:1 and will be scalable to handle any anticipated (and non-anticipated) growth! If requested, we will provide recommendations of what we feel would strengthen the districts' infrastructure. Howard proudly represents a variety of wireless & network solutions – Aerohive, AirTight, Aruba, Brocade, Cisco, Extreme, HPE, Meraki, NetGear, Ruckus, Ubiquiti, Xirrus and more!
○	How will you protect students against cyber intrusions...even when the devices are taken home?	In addition to data governance compliance and protection against cyber intrusions, there are many reasons to manage end-user (student) devices and enable visibility for the school. Solutions include: iBoss, Lightspeed, Symantec, FileWave, Airwatch, LanSchool, Barracuda, GoGuardian and more!

4) Infrastructure, Security and Storage (cont'd)

✓	Guided Focus	HOWARDedu Solutions
○	Will there be a need to provide data storage for your teachers or students?	Should data storage be a concern, you might consider HVE Connexions, Dell and HP. Just ask HOWARDedu.

5) Devices for Teaching and Learning

✓	Guided Focus	HOWARDedu Solutions
	A) Student Devices	
○	What type of devices will be selected?	HOWARDedu offers a variety of devices (Chromebooks, tablets, laptops, etc.) to fulfill your students' needs. Some schools prefer to standardize on one device across an entire district while, others prefer to select certain devices for different grade levels. If students will be allowed to take devices home with them, carry cases and/or protective gear will be needed. Allow HOWARDedu to help your district determine what best fits the needs of the students. Want to demo a certain brand? We will help you make the right choices. Howard represents all of your favorite devices: Asus, Lenovo, HP, Dell, Howard, Fujitsu, Acer, Samsung, Microsoft, Toshiba and more!
○	Will there be different types of devices for various grade levels or groups of students?	
	B) Teacher Devices	
○	Do teachers currently have adequate technology for your 1:1 initiative?	Students and teachers are increasingly technology-savvy and amenable to digital learning and discovery. In response, district leaders, like yours, are pursuing bold personalized learning approaches that more powerfully address how students learn best (such as 1:1 initiatives). Providing innovative curricula and instructional technology that empowers teachers to create highly effective, student-centered learning environments is critical.
○	What devices will best support your teachers?	
○	What devices are teachers currently using?	A computer, projector or LCD display, and document camera are common classroom staples when it comes to technology. Classroom management solutions offer the ability for teachers to control and view students' devices, as well as display students' screens through the projector.

5) Devices for Teaching and Learning (cont'd)

✓	Guided Focus	HOWARDedu Solutions
	C) Accessories	
○	Will the devices be taken home by students and teachers?	HOWARDedu offers most any accessory you can imagine for 1:1 needs – covers, cases, backpacks, mice, memory drives, etc. We can even have these items customized with your school's name or logo if desired.
○	What additional accessories are needed for normal device use?	
	D) Extended Warranty	
○	Does the district wish for the devices to be covered for potential repairs?	It can be very advantageous for districts to consider Accidental Damage Protection (ADP) with 1:1 initiatives. ADP typically covers one repair per device per year. ADP can be a worthwhile investment, as it usually covers drops, a broken screen can cost ~$100 to repair and a keyboard can cost ~$50. Many schools choose to allow students one break/repair per year. Anything beyond that is usually the responsibility of the student.
○	What type of loaner/spare devices will be on-hand for students with devices in repair?	It's important to keep loaner devices (spares) on-hand to be used when student devices are turned in for needed repairs.
	E) Supporting Classroom Technology	
○	Are there charging stations available to support power needs around device usage?	Providing available charging stations in various areas can help prevent downtime due to drained device batteries. Charging stations allow students to recharge during breaks, lunch, and times when the devices are not needed during class time. Charging stations are offered in a variety of ways – they can be mobile (on wheels), wall mounted or stationed on a shelf or tabletop. Solutions to consider include Anywhere Carts, BlackBox, Datamation, Earthwalk, Ergotron, iRover, LockNCharge, Powerfigistics, Spectrum, and many more!
○	How will teachers display their screens on a projection screen for whole group instruction?	We all know the importance of capturing and maintaining student focus and using the right technology that promotes active learning is key. HOWARDedu offers a wide array of projector lines to help capture classroom focus. Solutions include Epson, BenQ, Casio, Christie, Epson, Hitachi, InFocus, Lumens, Mimio, NEC, Panasonic, Sanyo, Sony, Toshiba and Viewsonic. Flat panel (LCD) displays and interactive touchscreen displays also allow teachers to maintain a captive audience. Solutions to consider include Boxlight Mimio, ClearTouch, Hovercam, JTouch, Newline, Qomo, Sharp, Viewsonic, and Wacom.

5) Devices for Teaching and Learning (cont'd)

✓	Guided Focus	HOWARDedu Solutions
	E) Supporting Classroom Technology (cont'd)	
○	Will the district purchase software to allow teachers to gain control over student devices for testing or student screen sharing?	Classroom management software is available that allows teachers the ability to manage student devices. This ability may be advantageous during certain situations, such as testing, for student screen sharing or general classroom management. Solutions, such as Hapara, Dyknow, Epson, Google Lightspeed and MimioMobile offer a variety of student device control and display options. Some of the functions these services can offer include the ability for the teacher to gain control of student devices, view students' screens, and display students' screens through the classroom projector.
○	What other technologies might be necessary in grade specific classrooms?	Allow HOWARDedu to demonstrate to your district classroom technology solutions that have proven to be effective in other 1:1 settings.
	F) White Glove Service	
○	What preloaded applications should be part of each device?	Would it be helpful if Google console, Windows, software applications, a custom background or screen saver we preloaded on the devices prior to deliver? Allow Howard to take care of this for you.
○	Is there a plan to receive the hardware, unbox, transport to each location and deploy the devices?	Howard's Professional Services team is here for you to provide extra hands to help you make sure the right devices are at the right locations. Our services team will help unbox, check the devices, and help deploy them to your schools and teachers.
○	How will the devices be configured once on-site?	Howard provides services that offer asset tagging, asset management, tracking and configuration. • Do you need help with only certain portions of the delivery or configuration? Allow Howard to align the best solution for your specific needs. • Do you need help in all areas? Howard is equipped with everything you need to easily, efficiently and effectively help you choose the best service offering that in cludes everything you will need to manage your 1:1 assets.
○	Do the devices need imprinted logos/custom images?	Howard can have your school's logo or name imprinted or we can provide vinyl decals to be placed on devices and/or cases or covers.

5) Devices for Teaching and Learning (cont'd)

✓	Guided Focus	HOWARDedu Solutions
	F) White Glove Service (cont'd)	
○	How will the devices be asset tagged?	HOWARDedu will ensure your units are asset tagged in the manner you need them to be.
○	Do you have a device distribution plan in place?	Allow Howard to work with your team to develop an effective device distribution plan.
○	If using Google Chromebooks, what additional services might the district/school need?	We have partners who specialize in these services and work with schools across the country.
	G) Management Services	
○	What plan is in place for insurance management?	Howard can help you prepare a plan to help the school handle damages, spares and replacement management services. Has the district considered implementing a program to deter theft of the devices? Solutions to consider include GoGuardian and Absolute LoJack.
○	Does the district/school have an invoice/payment processing plan? (tech fees, damaged/lost devices, etc.)	Howard has unique partners like Hayes Software and One-to-One Plus that provide, a one-stop-shop when it comes to 1:1 device management. We have partners who offer a unique suite of integrated software that consolidates asset management, invoice and payment processing and work order automation into one easy-to-use system. Through these systems, devices are tied to student and staff profiles, and the entire history of incidents is tracked and documented. The system will request, collect and track payments, such as a result of technology fees, device damages that are the responsibility of students, lost devices, etc. They also capture and store electronic signatures, which is a perfect solutions for collecting AUPs from parents and students.
○	How will the district collect and store the required documentation, such as AUPs and other corresponding policy documentation?	
○	Does the district have a work order system to address incidents, service requests?	
○	Does the school/district have a system to review student and staff profiles and activity history?	
○	How will your district manage your 1:1 assets?	Howard has partners that specialize in asset management for an entire district to a particular project, such as a 1:1 initiative. Choosing one that integrates with your district's student information system is critical, as this allows the system devices to be tied to student and staff profiles. The entire history of incidents can be tracked and documented. Most systems also provide a dashboard which gives the administrator a high level overview of the entire implementation. From the dashboard, you can drill into the data and obtain detailed transactions for a wide range of data options.

6) Professional Teaching and Learning

✓	Guided Focus	HOWARDedu Solutions
◯	Do you have administrative and technology buy-in and consensus?	HowardEDU offers Fusion, a unique Professional Learning Solution to help educators comfortably embrace technology through a comprehensive five step process. Fusion's 5-Step Process: 1) Modeling 2) Debrief 3) Lesson Planning 4) Co-Teaching 5) Mentoring Ask us how we can help your teachers better embrace technology!
◯	What mandatory professional learning is planned for administrators, leadership committee and teachers?	
◯	What professional learning is planned to overcome the barriers to digital transformation?	
◯	What current resources do teachers/students use that need to be part of the professional learning plan?	
◯	What is the expectation of teachers to infuse technology into everyday instruction that is connected to curriculum, content and standards?	
◯	Will teachers be using G-Suite? If so, how will they be trained?	Howard partners with MobileMind to provide foundation level and advanced level G-Suite online courses in the form of micro courses. The courses are short (10-20 minutes each) and offer dozens of educator courses.

OUTSIDE REP		INSIDE REP	
REGION		REGION	
EMAIL		EMAIL	
PHONE		PHONE	