

iPad Deployment Checklist

This list is designed for those districts that have already been approved for a campus 1:1 iPad implementation.

- Administrative Duties -

This list is intended for any central office or campus administrators. While not all the items on this list are exclusively for administrators, their role would be to lend guidance and be point person for any instructional and technical questions or debates. Any research, pilot groups, planning and community discussions should have already taken place prior to this phase.

Administrative To Do List:

Item	Person(s) Responsible	✓
Communication - Board Presentations		
Communication - Community dialogues, discussions, and parent learning nights		
Communication - video promotions, social media, news		
Communication - Website to house information, tutorials, apps, FAQs		
Communication - Making sure parents and teachers are aware of distribution days and expectations		
Communication - Teacher expectations for the year		
Documentation - Insurance, Loan Agreement, AUP		
Documentation - Evaluations via survey to evaluate program throughout for instructional benefit		
Documentation - Acceptable/Responsible Use Guidelines updated and in place		
Budget - Manage iPad purchases, cases, accessories		
Budget - VPP budgets per campus/device. Future purchases source funds identified.		
Process - Distribution coordination - Getting set-up for distribution and deciding on the best work-flow		
Process - App Vetting - Teacher and Ed Tech committees to determine core apps for each level		

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Instructional Duties -

This list is intended for any district instructional technology trainers and teachers. The focus here is on integration of the device in the classroom with a thought of how to train without overwhelming the staff with too many options. An important part of this is being on a campus- and district-based “App vetting” committee. Having too many apps and choices makes training more difficult and it doesn’t send a consistent message.

Instructional To Do List:

Item	Person(s) Responsible	✓
Staff training - Summer/Ongoing - Orientation, leveled and subject-based immersion and integration		
Staff training - Before start of school - Updates on systems, apps, gradebook, CMS, file-sharing, email		
Staff training - During school year - Subject/Grade level team app sharing sessions (i.e. Appy Hours) either in person or online (via Edmodo for example)		
Student training - Lessons prior to deployment on responsible use, commonsense.org		
Student training - Student video orientation		
Student training - During school year - revisit expectations & use throughout.		
Tutorials - Video tutorials created for apps		
Tutorials - PDF Step-set tutorials created		
Tutorials - Uploading and maintaining tutorials and information on website		
Process - App vetting committees - Deciding which apps should be distributed on a grade-level basis		
Process - Textbook investigation/transition to online		
Process - Capturing and evaluating progress in classrooms		
Communication - Before start of school - Distribution process and information for students		
Communication - capturing/sharing innovative projects, ideas, classroom activities		

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- Technical Duties -

Much of this list has to happen in the summer prior to deployment. Keeping in constant communication with the administrative and instructional side of things to make sure expectations and deployment timelines are met.

Technical To Do List:

Item	Person(s) Responsible	✓
Prior set-up - Ready wireless infrastructure & filters		
Prior set-up - Ordering proper amount of devices, cases, accessories, VPP cards		
Prior set-up - MDM console for managing and distributing apps		
Prior set-up - Engraving devices and enrolling them in the district MDM profile		
Prior set-up - Prepping SIS for entry of iPad numbers on distribution day		
Prior set-up - Preloading any apps in the institutional model (elementary)		
Communication - VPP and app distribution process		
Communication - iPad Distribution process and timelines communicated with instructional and admin staff		
Communication - with teachers and admin staff of repair process.		
Communication - Relaying any network outages or issues with systems or services associated with the iPad		
Repair - Working with Apple on replacement plan, flat-rate repair fees, etc.		
Repair - Setting up on-site service stations for just in time trouble shooting. (i.e. Genius bar)		
Repair - Working with Apple on replacement plan, flat-rate repair fees, etc.		
Pick-up - Planning, organizing, communicating for iPad pick-up day at the end of the year with students & staff.		