

BYOD Readiness Checklist for School Teachers

toolkits

**Before you open your classroom doors to student-owned devices,
use the checklist below to evaluate your readiness for BYOD.**

Acceptable Use Policy

When can students use devices? To do what? To go where?

The starting point for any teacher wishing to embrace BYOD starts with clearly defining your expectations. Which mobile devices and applications will you allow and which will you deny? Are students allowed to access social networks? What about text messaging? Get to know your school's Acceptable Use Policy as a starting point, but don't be afraid to set your own expectations.

Digital Citizenship

Do my students know about Internet safety? What about netiquette?

Specific rules for netiquette and Internet safety must be taught. Make room in your curriculum to integrate digital citizenship topics, such as copyright and source citation, information privacy, search strategies, and rules for online discussion.

Classroom Management

What procedures will I put into place?

Inviting students to bring their own devices opens up a whole new world of classroom management concerns. Decide on a keyword, such as "Devices Down," that will signal when you expect students to give you their full attention. You may consider establishing a secure location in the classroom for devices when they will not be needed.

Curriculum

How will the devices impact my teaching? How often should I use them?

Analyze your curriculum to determine where mobile devices might enhance, not replace, the learning. Have a clear goal in mind for how the devices will be used, but don't be afraid to let students take the lead.

Mobile Device Limitations

Where can students access real computers?

Tablets, smartphones, and other mobile devices are designed to supplement, not replace, the work done on "real" computers. There will be times when your students require a keyboard, a file structure, a larger screen, or access to software programs that are not supported on mobile devices.

Technology Trends

How can I keep up?

Make a plan for staying up-to-date on technology applications and devices. Some possibilities include joining a professional education association, joining an online social network for technology teachers, subscribing to a podcast, or meeting regularly with teachers in your building.

Communication

How will parents be informed?

If a mobile device is purchased, maintained, repaired, and managed by parents, it's going to be important to communicate well and communicate often. Make a plan for keeping parents updated about what their child is learning and how the mobile devices are being used at school. Consider microblogging or social networking as a useful tool for communicating with parents.