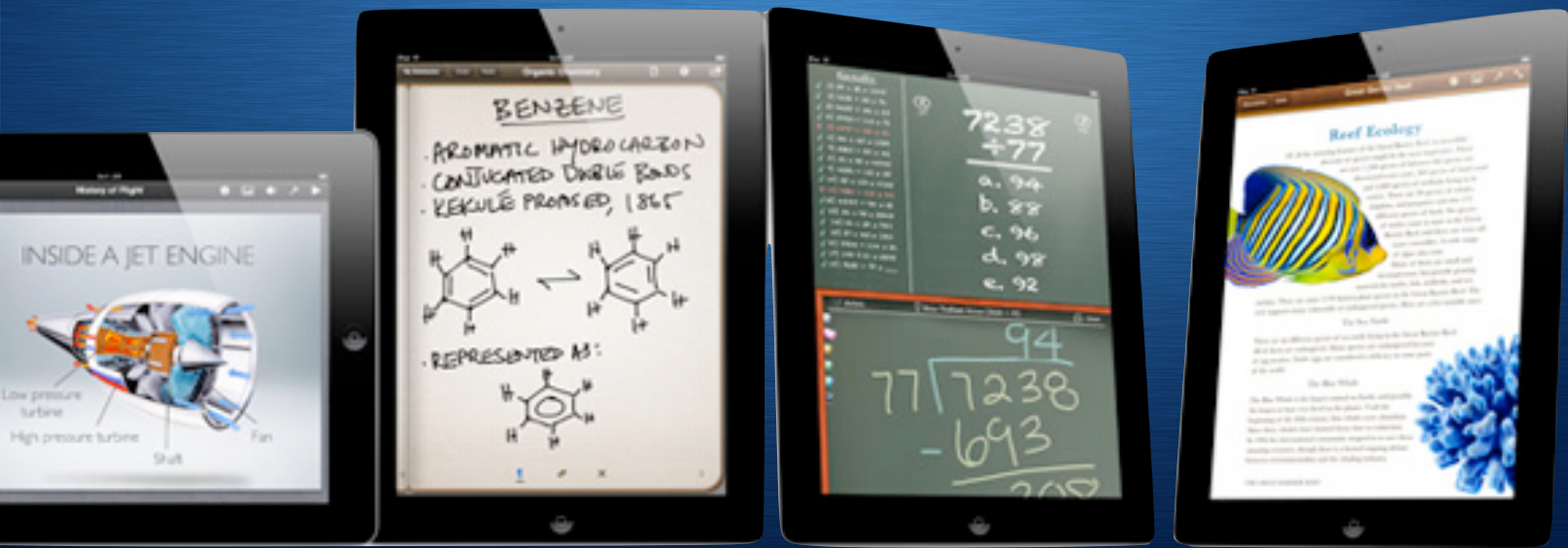# iPad Implementation Planning Guide

A workbook for planning an iPad implementation in your school or department.

www.palmbeachschooltalk.com/groups/ipadpilot

Planning Your iPad Program

Consider:

- How are other schools implementing the iPad?

- How will you measure the success of the iPad in your school?

- What will be the major barriers in implementing an iPad program in your school? How can you overcome these obstacles?

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Vision:

It is important that your iPad program is guided by a clear, well-supported vision. Consider the following:

- How will the devices change teaching and learning in your school?

- How can you establish and foster a shared vision of learning using the iPad?

- What are the key targets and outcomes of your iPad program?

- Who will coordinate the program?

- How does the iPad implementation fit into your School Improvement Plan (SIP)?

- Will the devices be used in only one classroom or will they float? What are the pros and cons of both situations? Will the devices go home with teachers or students?

- How do you determine who is eligible to use the devices? How do you justify teachers/students not having access to using them?

- What is your timeline for implementation?

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Planning Your iPad Program

Budget:

- How many devices can you purchase?

- How will you sync the devices (*a MacBook is required to sync more than 5 at a time*)? **NOTE:** *the Dell computer will not charge the iPad*

- Will you need to purchase a cart (*required for a class set of devices*)?

- What kind of cases will you purchase to protect the iPad? (*The Apple Smart Cover is not recommended.*)

- How much money do you have to spend on Apps? Will you have additional funding in the future to continue to purchase new Apps?

- Will you purchase headphones/headsets for the devices?

- Have you considered purchasing spare devices?

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App Selection:

- How will you choose Apps for the iPad?

- Who will take the role of Volume Purchasing Program (VPP) Manager and Facilitator?
  - Manager sets up VPP Portal and creates Facilitators
  - Facilitator purchases Apps in VPP Portal

- Who will keep track of:
  - Which Apps were purchased
  - How many of each App was purchased
  - Which funding source was used

- Who will have access to the iTunes account username and password?

- How will you update Apps when the updates are available?

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Preparing for Implementation

Training:

- How will you train teachers on proper iPad usage?

- Who will train students on proper iPad usage?

- What things should be covered in each of these trainings?

- Will you require teachers to sign an Acceptable Use Agreement (AUA)?

- Will you require students to sign an Acceptable Use Agreement (AUA)?

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Anticipated Questions:

As with any initiative, there will be questions from staff, parents, and students. Below are a few questions you may want to be prepared to answer before implementation.

- Why do we need to buy the iPad?

- What Apps will be used, and who will pick the Apps?

- How were the teachers who are using the devices chosen?

- Why isn't _____ using the iPad with their students?

- What happens if I break the iPad?

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Preparing for Implementation

Initial Device Setup:

- Do you have a secure space for the devices and cart?

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- Have the vouchers to get Apps been purchased?

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- Do those who need access to the VPP accounts have access to them? *If not, email Melissa Lander for access.*

  _____

- Who will be in charge of unpacking the cart, laptop, and devices?

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- Who will be in charge of setting up the laptop and devices?

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- Who will be in charge of managing the master sync computer?

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- Who will ensure the devices been barcoded and entered into Destiny?

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Rollout:

Notes:

- Who will get to use the devices first?

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- How will those teachers and students be trained prior to roll out?

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- How long will the teacher(s) get to use the iPad before they are handed out to students?

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- What is the timeline for full rollout?

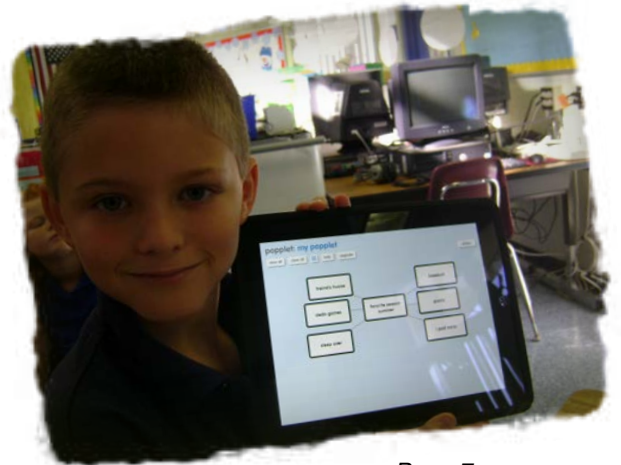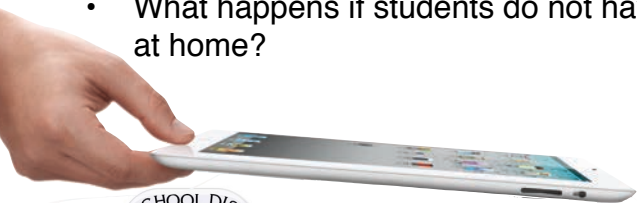 _____

Implementation

Consider:

- With which subject areas will the devices be used?

- How will you introduce students to the iPad?

- How will you ensure the devices are used to enhance the curriculum in the classroom?

- Do implementing teachers understand that flexibility and openness is key to a successful implementation?

- How will awareness be raised with students regarding safe and responsible behaviors online both in school and at home?

- Have you considered recruiting student helpers and trainers?

- Will you provide parents an opportunity to learn about the program?

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For Devices That Go Home:

- What have you done to ensure the safety of the device and the students both to and from school?

- Will there be a period of in-school training before they are taken home?

- Do parents have to attend a workshop before the devices can go home?

- Do parents have to sign an Acceptable Use Agreement (AUA) before the students can take the devices home?

- What is the procedure if a student leaves the school mid-year?

- What happens if students do not have wireless internet at home?

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Evaluation

Consider:

- Who will ensure that key targets and outcomes are being met?

- What is the monitoring process of the implementation?

- How will you encourage and support participating teachers to set up well-structured lessons to integrate the iPad?

- How will you know if/when your implementation was successful?

- When do you expect to see success?

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Reflection:

- What impact has the program had on student learning?

- What were the major issues and how will you overcome these next year?

- What changes in teaching and learning have been observed?

- What evidence is there of improvement in student learning that can be attributed to the use of the iPad?

- Will you expand the program next year?

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iPad Learning Labs

20 iPad Lab with Covers

Item	Qty
Apple iPad Learning Lab with AppleCare *(Includes Bretford Cart and 10 iPad 2's)*	1
iPad 2 10-Pack with AppleCare	1
MacBook 13 inch	1
AppleCare for MacBook 13"	1
iPad Camera Connection Kit	1
Apple VGA Adaptor	1
Brenthaven Trek Hardshell Folio	20
Networking Bundle	1
VPP Vouchers	Various
Approximate Total *(Not including Vouchers)*	**$18,000.00**

30 iPad Lab with Covers

Item	Qty
Apple iPad Learning Lab with AppleCare *(Includes Bretford Cart and 10 iPad 2's)*	1
iPad 2 10-Pack with AppleCare	2
MacBook 13 inch	1
AppleCare for MacBook 13"	1
iPad Camera Connection Kit	1
Apple VGA Adaptor	1
Brenthaven Trek Hardshell Folio	30
Networking Bundle	1
VPP Vouchers	Various
Approximate Total *(Not including Vouchers)*	**$24,000.00**

For an official quote, please contact Dick Hardman at dick.hardman@palmbeachschools.org or through the Purchasing Website.