



Teacher Training Checklist

Use the list of recommended session topics below to design your very own 1-to-1 Teacher Training. Consider the fact that your colleagues may have different comfort levels with the device(s) that you've selected for your program, so scaffold your sessions as needed. Remember that technology is ever-changing, so the best way to support your staff is with ongoing training — not a “one and done!”

AUP (Acceptable Use Policy)

- Review the content of your school's AUP, as well as communication expectations for teachers.
- Determine protocol for having kids and families sign the agreement, as well as what to do in cases where students use their devices inappropriately.
- Review other relevant policies, such as a social media policy or classroom policy.

Tablet Basics & Care

- Review key exterior buttons, outlets, accessories, and key status icons (e.g., Wi-Fi, battery, syncing, lock, alarm, location services), as well as basic care and maintenance of the device.
- Review basics of syncing the device and backing up/storing data.
- Identify different IT support options at your school for 1-to-1 device troubleshooting (e.g., a trouble ticket system, a MOUSE Squad, etc.).

Setting Up: Accounts & Apps Basics

- Discuss how to communicate to students the difference between using a tablet device for entertainment and using it for school-related work.
- Understand how to set up personal accounts, as well as accounts for students, where necessary.
- Learn how to navigate app stores, as well as download and update apps.

Introduction to Core Apps

- Review suggested core apps and work in teams to integrate them into existing curricula.
- Practice using core apps, keeping in mind teacher and student experience.
- Discuss the concept of **digital workflow**; as an introduction, consider having teachers send home an electronic document (e.g., a syllabus), parents use an electronic signature, and students digitally submit the signed document.

Curriculum Support and Sharing of Best Practices

- Identify lead teachers and outline the ways in which they'll support others to facilitate the integration of the new technology into classroom environments.
- Strategize about ways to address teachers' ongoing technology-related professional development needs, either formally or informally, throughout the upcoming school year.
- Brainstorm ways to share best practices for 1-to-1 teaching throughout the school year, such as creating a Professional Learning Community (PLC) or hosting a weekly “Appy Hour.”

Digital Citizenship and Literacy 101

- Identify relevant digital citizenship and literacy topics and materials for 1-to-1 student onboarding.
- Discuss ways to address digital citizenship and literacy topics across all content areas and throughout the school year.
- Introduce teachers to basic digital literacy and citizenship concepts

Scope & Sequence: www.common sense.org/educators/scope-and-sequence

Curriculum Training: www.common sense.org/educators/professional-development

Family Engagement

- Define actionable goals for engaging families in your 1-to-1 rollout.
- Identify ways to support families with any technical or behavioral issues that may arise at home.
- Identify the different “go-to” people at your school who can field questions about your 1-to-1 program.

Engaging Families Program: [www.common sense.org/engaging-families](http://www.common sense.org/educators/engaging-families)

What other objectives do you want to cover in a future training?

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