



MANAGING A 1:1 CLASSROOM

FROM THE BEGINNING TO THE END OF THE SCHOOL YEAR

PREPARING YOUR CLASSROOM

Dedicate space for cart (near an outlet)
(PK-2)

Assign students a slot for their device
(PK-2)

Print Clever & CFB Connect (ClassLink) badges for each student
Decide how students access these cards
See Directions Here (PK-K)

Record student login information **(PK-1)**
(template if needed)
Print and save to Network drive
Do not save in Google

Print list of student emails from Teams **(ALL)**
See Directions Here

Establish routines & expectations for device storage, maintenance & usage
PK-2 3-5

PREPARING YOUR STUDENTS

Teach Responsible Use Policy (RUP)

iPad Academy (PK-2) or
Chromebook College (3-5)

Teach Digital safety lesson

iPad Academy (PK-2) or
Chromebook College (3-5)

Print RUP

Sign and post in classroom **(ALL)**

Complete Device Care lesson with the librarian **(ALL)**

Assist with device labeling
Follow Librarian Guidelines

Have students practice logging in to devices
Use this template (PK-1).

MANAGING DEVICES THROUGHOUT THE YEAR

Monitor students
Apple Classroom (iPads) or Securly
(Chromebooks)

Teach lessons from **Chromebook College**
(Grade 2 only)
Cursor Skills, Scanning QR Codes and
Camera & Text Skills

Teach Digital Citizenship lessons
iPad Academy (PK-2) or
Chromebook College (3-5)

Model & encourage appropriate device care and use
Print and Post Troubleshooting Tips
iPad / Chromebook

Use IIQ to report any technology issues

Return device to Librarian when a student leaves school or district

PRE-DEPLOYMENT

DURING DEPLOYMENT