

## BYOD Planning and Implementation Checklist

Item	Sample Points for Consideration	Status		
		Yes	No	Not Yet
Steering Committee	<ul style="list-style-type: none"> <li>Key stakeholder groups and some Digi-Stars representing each school or school level</li> <li>Feedback from key stakeholder groups reviewed</li> </ul>			
Purpose and Goals	<ul style="list-style-type: none"> <li>BYOD identified and aligns with district's mission and goals</li> </ul>			
Building Leaders (principals and assistant principals)	<ul style="list-style-type: none"> <li>Leaders embrace the idea of BYOD and are prepared to lead the initiative in their buildings</li> <li>Leaders brought staff along in the process</li> </ul>			
Operational Items	<ul style="list-style-type: none"> <li>All students have a signed AUP on file</li> </ul>			
Professional Development	<ul style="list-style-type: none"> <li>Plan is created and includes systemic ongoing professional development opportunities for staff, students, and families</li> </ul>			
Curriculum, Instruction, and Assessment	<ul style="list-style-type: none"> <li>Plan to include BYOD in discussions related to curriculum, instruction, and assessment</li> </ul>			
Equity	<ul style="list-style-type: none"> <li>Procedures in place to address accommodating students without personal devices</li> </ul>			
Infrastructure	<ul style="list-style-type: none"> <li>Accessible to all students</li> <li>Internet filters in place</li> <li>IT support team aware of responsibilities and limitations</li> </ul>			
Safety	<ul style="list-style-type: none"> <li>All students have a signed AUP on file</li> <li>Students made aware of their responsibilities</li> <li>Staff aware of CIPA and COPA laws</li> <li>Parents aware of school expectations</li> </ul>			
Marketing	<ul style="list-style-type: none"> <li>Marketing plan identified and includes purpose, goals, and a mechanism to obtain feedback</li> </ul>			
Time line	<ul style="list-style-type: none"> <li>Time line is realistic and doable</li> <li>Time line is flexible</li> </ul>			
Roll out	<ul style="list-style-type: none"> <li>Phase being implemented</li> <li>All schools will participate</li> <li>Subtle roll out or huge announcement determined</li> </ul>			
Cost	<ul style="list-style-type: none"> <li>Three-year financial cost analysis performed</li> <li>Plan to include in annual budget, future grants, or both</li> <li>Potential realized savings shared</li> </ul>			