Microsoft

Technical & Deployment Edition

Suitable for School Information Technology Professionals

A guide to deploying a sustainable 1:1 student device programme in schools.

Windows 11

Produced by Microsoft Education Global Training Partner TA Education (Tablet Academy Ltd.)

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Implementing a 1:1 device programme is becoming increasingly popular in schools. However, navigating the financial maze of implementing such a programme can feel overwhelming.

This guide is one of four designed to help you understand the options available and questions you should ask when designing your sustainable and equitable 1:1 programme.

The following editions are available:

- Leadership & Strategy
- Operations & Finance
- Teaching & Learning
- Technical & Deployment

Other editions can be requested from info@ta.education

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Technical & Deployment Edition

Introduction

With today's ever-increasing technology-rich educational environment, equipping students with personal devices is no longer considered a luxury but a necessity. Implementing a 1:1 device programme is becoming increasingly popular in schools. However, navigating the maze of implementing such a programme can feel overwhelming.

This guide is designed to help IT Professionals understand the bigger picture involved in a 1:1 programme and their role in deploying a 1:1 programme.

What is a 1:1 device programme?

A 1:1 student device programme is an educational initiative in which each pupil is provided with their own personal electronic device, such as a laptop or tablet, for use both in the classroom and at home (optional). The programme aims to enhance the student's learning experience by integrating technology across the curriculum, allowing for more interactive and personalised instruction. It also ensures that all pupils have equal access to digital resources, which in turn helps to bridge the digital divide and promote digital equity in education.

Why introduce a 1:1 device programme?

A 1:1 device programme, when introduced effectively, can support educational outcomes of students, reduce staff workload, increase productivity, support accessibility and social mobility, and, in some cases, reduce financial costs for the school.

- Ensure equal access to resources for all students, bridging the digital divide and promoting equity in education.
- Allow for a more interactive and personalised learning experience.
- Facilitate better communication and collaboration between students and staff.
- Enhance peer collaboration and prepare students for the future by developing essential digital literacy skills.
- Support the integration of technology into the curriculum.

Where to start?

In order to begin planning for your 1:1 programme, your leadership team will need to answer the following key questions:

- **How will you finance the programme to ensure it is sustainable?**
- **To which year groups will you deploy - when and in what order?**
- **Will the students be able to take devices home?**
- **What functionality do you want the devices to include?**
- **Is your infrastructure and cloud platform ready to support the use of 1:1 devices?**

Once this information has been gathered, agreed upon, and clearly documented, you are ready to start moving through the remaining sections of this guidebook.

What is the vision for 1:1 devices in your school?

Successful introduction of 1:1 devices, whatever the breadth, depth, or speed, has at its foundation a leadership vision that paints a picture to the school community of how teaching and learning will be enhanced. This statement articulates the beliefs of leaders and informs a digital strategy needed to coordinate communication, review planning, improve infrastructure and ensure practical arrangements are addressed.

Be sure that your leadership team has documented and shared their vision for 1:1 devices with you, your IT staff and any external IT providers involved.

Pre-deployment Considerations

Infrastructure	Ensure that the school's network infrastructure can support the increased demand for internet bandwidth and connectivity. This includes having a robust Wi-Fi network, sufficient bandwidth, and reliable internet access with the option of backup resilience.
Cloud Readiness	Ensure the school's cloud environment is ready to manage a digital curriculum and staff and student accounts are set up to operate in the cloud.
Teaching Spaces	Before deploying 1:1 devices, the school should ensure that staff have access to appropriate technology and teaching spaces to capitalise on student devices in lessons.
Technical Support	Ensure your technical support team has the right skill set and capacity to deploy and manage the increase in devices on-site.
Digital Curriculum	Time is dedicated to exploring how the curriculum can be developed and adapted to include interactive and engaging content that leverages the capabilities of the devices.
Consultation	Consult with all parties, including staff, students and parents to share the school vision for 1:1 devices, address any concerns, and set expectations.
Security & Privacy	Explore how your existing security measures to protect student data and ensure privacy will be applied to the devices.
Finances	Secure adequate funding or identify a model through which the programme will be funded, including the costs of purchasing devices, maintaining infrastructure, and providing ongoing support and training.
Usage Policies	Create clear usage policies and guidelines for students, teachers, and parents. These policies should outline acceptable use, consequences for misuse, and procedures for reporting issues.
Evaluation	Set up a system for evaluating the effectiveness of the 1:1 device programme. Collect feedback from students, teachers, and parents to assist in identifying areas for improvement and making any necessary adjustments.

Pre-deployment Timeline

Depending on your circumstances, a 1:1 device programme can be introduced in as little as 3-4 weeks. However, the reality of school life requires time to address the pre-deployment activities and engage with a variety of stakeholders, such as staff, parents and suppliers.

The timeline below is an ideal scenario for completing pre-deployment activities in a school new to 1:1 devices, starting from September, a year prior to the first planned deployment.

Key actions for IT staff are highlighted in blue.

S

- Assess current infrastructure and cloud environment.
- Form a working group/committee.
- Document the vision and answers to the questions in the 'Where to start' section of this guidebook.

O

- Engage with a consultancy and training provider who have experience in 1:1 implementation (e.g. TA Education).
- Consult with staff.
- Begin developing a digital strategy document.
- Begin any infrastructure and cloud upgrades required (half-term).
- Research appropriate devices and plan a pilot programme.

N

- Begin a device pilot programme.
- Consult with parents.

D

- Monitor the impact of the pilot programme.
- Start enquiries with partners (finance, resellers, training provider).

J

- Evaluate and summarise the impact of the pilot programme.
- Finalise device choice and complete digital strategy.

F

- Select final partners, device and finance package.
- Finalise financial planning, and deployment plan.

M

- Plan staff training (technical, teaching and support staff)
- Develop usage policies and guidelines.

A

- Complete infrastructure and cloud upgrade required (Easter holiday).
- Launch the 1:1 programme to the school community (open parent portal)
- Begin technical deployment testing.

M

- Begin developing the curriculum to integrate technology.

J

- Begin staff training.
- Finalise device order (close parent portal).
- Finalise technical deployment method.

J

- Finalise curriculum development.
- Further staff training.
- Accept delivery of devices.

A

- Complete technical set-up and deployment.

S

- Final pre-deployment training for staff.
- Deploy first wave of student devices.
- Facilitate student orientation workshops.
- Monitor impact and share good news stories.

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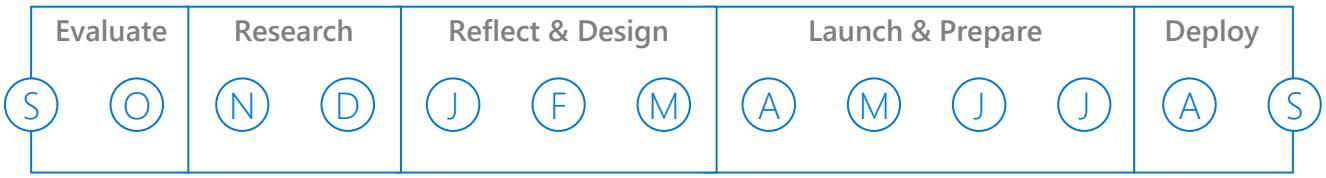
- Continue to monitor impact and share good news stories.
- Continue to develop the curriculum.
- Continue staff training.
- Start planning the next wave of devices (approx. 6 months in advance)



Financial Models & Other Options

There are a range of financial models and additional options available to schools looking at deploying 1:1 devices. This section highlights the core decisions you will need to make, with more detailed information being available in the Operations & Finance Guidebook included in this series.

For quick reference, the 4 most commonly used models in the UK are:

- **Capital Purchase:** The school uses existing funding to purchase devices and budgets for replacement units in 3-5 years.
- **Leasing:** The school spreads the cost of the devices over a 3-year operating lease.
- **Parental Contributions:** A parental contribution programme is where a school takes out a lease for the devices but collects monthly contributions from the parent to repay the lease.
- **Rental/Subscription Model:** The parent pays a monthly amount to rent the device directly to your chosen provider.

Insurance, Repairs and Replacements

Each 1:1 provider will offer their own version of a warranty, insurance, maintenance package and replacements. These will typically include provide cover for theft and accidental damage, lost devices, and cover in the event that parents stop making monthly payments.

Length, or Terms of the Lease

The standard lease term is usually 3 years. However, you can work with your chosen provider to plan a programme that meets the requirements of your school. We have provided two examples below, one for a secondary and one for a primary school.

Ownership

At the end of a 1:1 device programme, the ownership of devices typically depends on the financial model used. If devices were purchased outright by the school, the school retains ownership and may repurpose or redistribute them for future use. In a leasing model, the devices are usually returned to the leasing company. For programmes involving parental contributions, ownership may transfer to the parents, allowing them to keep the device. Be sure clear communication is shared regarding ownership at the start of your programme.

Pool Units

Pool Units is a term used for additional or spare units that are purchased or made available as part of a 1:1 programme. When deploying a 1:1 programme it is recommended that the school secure an additional 3-8% of total devices as pool units (e.g. 100 students, purchase 103-108). Some providers will include these free of charge or as part of your monthly payments.

The pool units are used by students in the event their device is unavailable due to theft, damage or technical fault. The student is provided with a pool unit whilst their devices are sent away for repair or a replacement is sourced.

What if a parent opts out of a contribution programme?

In the scenario where a parent decides not to join a contribution programme, the standard process is to provide a school-owned device that their child can use in school (maybe from devices used in your pilot), but they are not allowed to take the device home.

This means all students have equal access to learning in school, and a teacher knows all students will have access to a device in lessons.

If parents cannot afford the monthly payments, the school can choose to subsidise the cost using pupil premium funds. This may mean a parent pays less or nothing at all. The amount a school charges any parent is entirely at the discretion of the school.

Taking Devices Home

One of the key decisions a school will have to make when introducing a 1:1 device programme is whether the device is for in-school use only or if students will be allowed to take devices home. If a parent is contributing towards the costs, it is standard for students to take the device home, but if school funded, this is less of an expectation, but it can have additional benefits and address equality for students.

Devices that remain in the school	Devices that are used in school and taken home
• **Controlled Environment:** Devices are only used under teacher supervision. • **Maintenance:** It is easier to manage and maintain devices, reducing the risk of damage or loss. • **Equity:** Ensures all students have equal access to devices during school hours. Pros	• **Accessibility & Equity**: Students always have access to devices, enabling continuous learning and homework completion. • **Responsibility**: Encourages students to take responsibility for their devices, fostering a sense of ownership. • **Parental Engagement**: Parents can monitor and support their child's learning more effectively. • **Reduced costs**: Devices are charged outside of the school and the school does not have to purchase so many devices. Pros
• **Limited Access:** Students may have limited opportunities for extended learning and homework completion outside school. • **Additional costs:** Charging trolleys, devices and energy costs. • **Disruption:** Additional disruption in lessons while student collect and return devices. • **Responsibility:** Students take less care of the devices as there is little sense of ownership. Cons	• **Technical Issues**: Increased risk of damage or loss, and potential technical issues outside school hours. • **Reliability**: Reliance on students charging their device and bringing it to school each day. • **Safeguarding**: Additional (manageable) risks as students have access to devices outside of school. Cons

Choosing a Device

Choosing a device for your 1:1 programme should be led by teaching and learning and meeting the success criteria outlined in your vision statement or digital strategy document. Your IT staff or IT support company should also have input based on their experience and the fact that they will be responsible for managing the hardware. When choosing a device, you should consider:

Pedagogical Practise

Will students need to capture images with a 'world-facing' camera? Do you want them to have a digital pen to allow for inking?

Device Specifications

The processing power, storage and chipset required. We recommend a minimum of 8GB memory and 128GB storage*.

Screen Size

The screen size will be a balance between cost and consideration given to the weight of the devices students will be carrying.

Security & Safeguarding

Ensure the devices can be secured, monitored and managed remotely by your IT team, even when outside of the school.

Cloud Compatibility

Ensure the device will connect and sync with your cloud platform without issue to enable ease of access to class files, etc.

Software Compatibility

Identify the applications you will be expecting students to use on the devices and ensure these can accessed.

Accessories

Consider if the device needs a protective case, or if students will require headphones, mice, or keyboards for tablets.

Battery Life

All modern devices should last the school day if managed correctly, but this is something that you should investigate.

*Minimum Intel i3 8th gen. or equivalent AMD, 8GB memory, and 128GB storage [for the 2024/2025 academic year].

Setting Expectations with Staff & Students

Whatever device is chosen, it is essential that you set expectations for staff, students and parents as to what the device is capable of. Providing training for staff and orientation sessions for students (plus possibly parents) is important.

For example, if you deploy an entry-level device to keep costs low, staff and students will need to understand that the activities facilitated on the device will be cloud-based and accessed through the browser, with limited functionality. They should not expect to install processor-dependent desktop applications.

Device management should also be covered in orientation sessions demonstrating best practices for battery management, how to reduce demand on the device memory (e.g., closing multiple browser tabs) and how to create shortcuts to common applications and web links.

Specialist IT Labs (Secondary Schools)

When planning your 1:1 programme, you can consider the financial savings and additional room space you can gain by repurposing your current IT Labs. When exploring this option, we recommend one of two approaches:

1. To decommission your IT Labs, the device model you choose to deploy as your 1:1 device will need a higher specification to handle the higher processing requirements and additional storage of some of the software used in subjects such as Computing, D.T., Art and Music, etc. The challenge with this scenario is that the cost per month will be significantly higher for the parents.
2. The more common scenario is to deploy a more affordable device, reducing costs for parents and maintaining a reduced number of specialist IT Labs to be used in the subject areas where specialist software or higher processing powers are required.

Running a Pilot Programme

If your timeline allows, we always recommend running a pilot programme with either your chosen device or a selection of devices to help you reach a decision.

A pilot can take different forms, but what you are looking to do is evaluate the device and your readiness for a 1:1 programme.

The pilot will highlight scenarios and challenges you may not have considered and will ultimately help you avoid problems on a much larger scale when you deploy higher volumes of devices.

Tips for running a 1:1 pilot

Ideally a pilot should run for a half-term with the planning, staff training and device set-up being completed prior to the start of that half-term.

Choose a class, key stage, year group, or department with which to pilot the programme and purchase enough devices to run 1:1 in lessons.

Provide staff in the chosen group with the right technology, training and support to make effective use of the 1:1 devices during the pilot.

Initially the devices should be kept in school before considering a trial period of letting students take them home.

Identify how you will monitor and evaluate the impact. Create forms, processes and templates for staff, students and parents to complete.

Once the pilot is complete, the devices purchased can act as your pool units or for students whose parents opt out of the monthly payments.

Choosing Your Partners

A 1:1 programme cannot operate without input and support from external providers. Below we have listed the type of partners that are typically involved in a 1:1 programme, along with the key questions you should ask when speaking with them.

Consultancy & Training Partner

A partner to help you develop your digital strategy and devise and deliver a professional development plan for staff.

Key questions

- Is there any free or funded support you can access?
- Can they help you develop your strategy before the devices are ordered?
- What does long-term training and ongoing support they offer look like?

Device Reseller

A partner to help you select an appropriate device and secure any special pricing from manufacturers.

Key questions

- What device do they recommend based on your requirements?
- Are they aware of any funded programmes that would support you?
- What deployment services do they offer to reduce the workload for your IT staff?

Finance & 1:1 Provider

A partner to manage the finances, set up parent portals, collect direct debit payments, manage repairs, etc.

Key questions

- What happens at the end of the lease term?
- What additional insurances or services do they offer?

Security & Safeguarding

A partner that can offer software solutions that keep students safe online both in school and at home.

Key questions

- What protection does your product offer outside of school?
- Does your product include any functions to support teachers managing devices in the classroom?

Technical Considerations

IT professionals should be involved at all stages with preparing for, rolling out, and continuously supporting staff and students with 1:1 device implementation. As early as planning for the start of your pilot programme, you may wish to consider options for device management as this will impact the type and level of support you can offer colleagues and students in future academic years.

Broadband and wireless connectivity

When you implement your 1:1 device programme, you'll have more devices using the internet to access documents and files in Microsoft 365 and other cloud services, which means the stability of the connection and upload and download speeds are very important.

You can do some basic tests at connectivity.office.com, and beyond that, there are various other ways to do more comprehensive testing.

It's important to evaluate the quality of the network switch set up, and density and capability of wireless network across all the learning spaces where students will use their devices.

Related resources

- Microsoft 365 network connectivity principles - Microsoft 365 Enterprise | Microsoft Learn
- Use Teams for schoolwork when bandwidth is low - Microsoft Support

Deployment planning

Implementing a 1:1 device scheme in a school is a significant undertaking that requires careful planning and execution. Here are some high-level considerations:

Start with a small-scale pilot program to test the feasibility of the scheme. Select a diverse group of teachers and students to participate. Test different device enrolment methods, options for policy and app deployment, operating system update methods, besides testing changes to your infrastructure and peripherals. This will help you identify potential challenges and solutions before a full-scale rollout.

Next, formulate a detailed plan for the deployment and ongoing support. This should include timelines, roles and responsibilities, infrastructure improvements, device selection, software requirements, and training needs. It's also important to consider how the devices will be used to enhance teaching and learning.

Arrange financing for the project. This could involve budget allocations, grants, or partnerships with licensing and service providers. Be sure to account for not just the cost of the devices but also software, maintenance, and potential replacement costs.

Once financing is secured, order the devices. It's crucial to work with reputable suppliers and ensure that the devices meet your school's specific needs. Depending on your chosen deployment method, ensure you leave enough time for delivery and deployment.

Plan for the rollout of the devices to the staff and students. This should include technical support, user training, and the development of policies for device use and maintenance.

Remember, communication is key throughout this process. Keep all stakeholders informed and involved, from school leadership and teachers to students and parents.

Related resources

- Microsoft 365 Adoption - Get Started
- Microsoft 365 Education academic year transition for devices - M365 Education | Microsoft Learn

Licensing considerations

All education institutions are eligible for Microsoft Office 365 A1 licenses for free.

If this is what your institution has in place currently, it's recommended that you consider purchasing additional Microsoft licenses, unless you already have a separate mobile device management (MDM) tool.

Many institutions choose to upgrade to Microsoft 365 A3 or Microsoft 365 A5 license bundles for each user, which includes licenses for Entra ID Premium, Windows subscription activation for Education, Office desktop applications, and Intune for Education, all of which are key to configuring and managing devices to ensure end-user productivity from the get-go. It is possible to purchase each of these licenses separately, and depending on the way in which your institution has purchased Microsoft 365 licenses, your institution may also qualify for student use benefits (SUB) to cover the cost of the licensing for your students.

Related resources

- Microsoft 365 Education - Service Descriptions | Microsoft Learn
- Microsoft Product Terms

Keeping students safe online in school and at home

If you're managing devices with Microsoft 365 there are internet filtering and malware features built in. However, you may wish to evaluate those against other third-party solutions that allow internet filtering on campus and any other internet connection off-site including at home.

In addition to this there are many third-party tools for teachers to monitor students using devices including dashboards with thumbnail views of each student's screen and controls to support with safety and monitoring of Microsoft Teams posts and chat.

You may already have robust application and data governance policies and practices in place, but if not, you will want to consider how the new 1:1 student devices will interact with data safely and securely across your estate.

Related resources

- Web content filtering - Microsoft Defender for Endpoint | Microsoft Learn
- Manage endpoint security in Microsoft Intune | Microsoft Learn
- Device compliance policies in Microsoft Intune | Microsoft Learn

Microsoft Intune for device management

Microsoft Intune is a cloud-based device management solution that allows you to manage devices running Windows and other operating systems (iOS, iPadOS, macOS, Android) from a single pane of glass over the internet. It allows you to easily deploy apps, drivers, updates and policies to enrolled devices ensuring that staff and students can securely access the data they need for their teaching and learning.

As Microsoft Intune is part of the Microsoft 365 suite of services, it integrates with other Microsoft products to enable your staff and students to be productive while keeping your corporate data protected.

For a predictable monthly subscription cost, you get a Software as a Service (SaaS) that scales well, while providing an ever-green and highly available service. For educational organisations looking to transition to using Microsoft Intune as a replacement for their on-premises device management infrastructure, there are tools to bridge and support that transition, such as the ability to import existing Group Policy Object settings from your on-premises Active Directory Domain Services configuration into Intune settings catalogue configuration profiles ready for deployment, and the ability to hybrid-join devices to your on-premises domain and Entra ID using Windows Autopilot enrolment, to name a few.

Related resources

- Microsoft Intune documentation | Microsoft Learn
- What is Intune for Education? - Intune for Education | Microsoft Learn

Enabling multi-factor authentication for student 1:1 devices

Multi-factor authentication (MFA) is an important security measure that should be enabled on students' accounts. However, it can be problematic to enforce MFA if students don't have access to or can't use a mobile phone.

The student's 1:1 device itself cannot be used as an MFA method but if students have Microsoft 365 accounts, conditional access policies can be set up so that MFA checks are only required when students are using a network outside of your institution.

You may also wish to consider distributing one-time password (OTP) hardware tokens to students who don't or can't use a mobile phone for MFA, or even "Fast Identity Online" (FIDO2) hardware keys as methods to enable students to use MFA with their 1:1 devices.

Related resources

- Microsoft Entra multifactor authentication overview - Microsoft Entra ID | Microsoft Learn

Using simple sign on methods using Microsoft 365 and Windows 11

For some learners, the requirement to sign in with a complex password can be quite difficult and become a barrier to use.

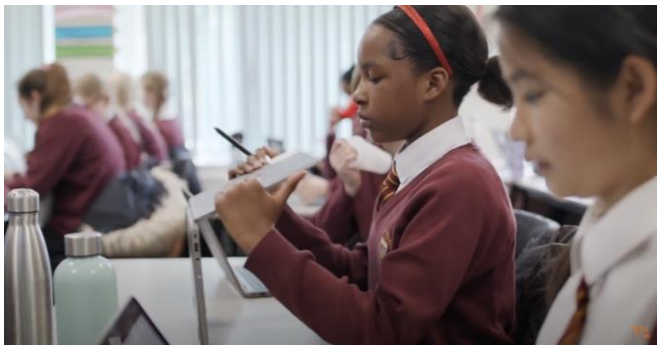
For 1:1 devices running Windows, configuring Windows Hello for Business is an option that allows the use of biometric authentication. Some examples of how you can implement Windows Hello include facial recognition sign-in with the device's infrared camera or fingerprint recognition with the device fingerprint reader. The Windows Hello features that are available will depend on hardware components included on the device. All features will require students use multi-factor authentication first in order to enable the biometric sign in methods.

You may also wish to consider third-party identity providers that can enable simple yet secure sign-on methods such as a QR code badge or an emoji password for sign-in to Windows 11. This must be configured by federating the account domain name and can only be enabled through a mobile device management platform like Microsoft Intune.

Related resources

- Windows Hello for Business overview - Windows Security | Microsoft Learn
- Configure federated sign-in for Windows devices - Windows Education | Microsoft Learn

Case Studies



Key Stage 2 (School funded)

The case study at St. John Fisher Primary School illustrates how a 1:1 programme can be successfully deployed in Key Stage Two. It shows how a programme can facilitate learning that responds with agility to the needs of students while realising efficiencies through reduced print costs and staff time saved in relation to preparing, distributing, and managing paper resources.

Watch the video here

Key Stage 3 (Parental Contributions)

The Queen Elizabeth's Secondary School case study highlights the potential of 1:1 devices to support independent learning. The initiative noted improved scope for students to work at their own pace and for teachers to set collaborative learning tasks completed at school or home. The case study emphasises the importance of senior leaders in coordinating a digital transformation, which will be effective when prioritised as a whole school programme.

Pre-deployment video

Post-deployment video (3 months)

A selection of video case studies can be found at TA Case Studies - TA Education

Frequently Asked Questions

Click on any question to view a 30-60 second video response or click to watch the full playlist.

Leadership & Strategy

Click here to watch the full playlist

1. Why should a school consider a 1:1 device programme?
2. Where is the evidence of the impact of deploying 1:1 student devices?
3. What is an ideal timescale for introducing a 1:1 device programme and where do we start?
4. Should we run a pilot of 1:1 devices before launching a full programme?
5. How do we support staff in preparing for 1:1 student devices?
6. Is any funding available to help me create and implement a 1:1 strategy?
7. How do we address parental concerns, such as screen time and safeguarding?
8. Do 1:1 student device programmes work in a primary school setting?
9. How can we measure the return on investment (ROI) when introducing 1:1 devices?

Operations & Finance

Click here to watch the full playlist

1. How can a school fund a sustainable 1:1 device programme?
2. When deploying a 1:1 device programme, how do we address the issue of parents unwilling or unable to make financial contributions?
3. What happens if you run a 1:1 device programme funded by parents and a child leaves the school, or a parent stops paying?
4. What financial savings can a school make when deploying a 1:1 device programme?
5. When deploying 1:1 student devices, how do we address faulty, damaged or stolen devices?
6. When running a 1:1 device programme, what happens to the device at the end of the agreement?
7. Do we need insurance when deploying 1:1 devices, and does that mean we need to purchase protective cases?
8. Why is the cost higher than the high street?

Click on any question to view a 30-60 second video response or click to watch the full playlist.

Teaching & Learning

Click here to watch the full playlist

1. How do we minimise distractions and misuse of 1:1 student devices in the classroom?
2. How can providing 1:1 student devices support SEND students?
3. How can 1:1 student devices support SEL?
4. How can 1:1 devices reduce staff workload?
5. How can 1:1 devices support personalised learning?
6. What functionality should we consider when choosing student 1:1 devices?
7. What would happen if a student has forgotten their device, or if it is faulty?
8. Does the curriculum need to change if we introduce 1:1 student devices? If so, how?

Technical & Deployment

Click here to watch the full playlist

1. Do we need any additional licenses to support a 1:1 device programme?
2. How do we check if our internet connectivity supports 1:1 devices?
3. How do we deploy and manage high volumes of devices?
4. How do we ensure the operating system and apps or extensions are kept updated?
5. How do we keep students (and staff) safe online in school and at home?
6. How do we manage faulty or damaged devices?
7. How do we manage loan or spare devices?
8. Can we enable multi-factor authentication for students using the 1:1 devices?
9. Can we provide simple sign on methods for students using Microsoft 365 accounts on Windows 11 devices?

Need Help?

This series of guidebooks was created by the team of digital educators (former teachers) at TA Education (Tablet Academy Ltd.)

You can request copies of the other guidebooks by using the contact details provided below.

If you would like to discuss a 1:1 programme for your school, TA Education provides free advice and support, including an independent procurement service to help you identify the right partners and suppliers for your programme.

Contact us at the earliest stage of your journey to benefit from our wealth of experience and independent advice.

Call: 01952 567450

Email: info@ta.education

1:1 Programme Checklist

A handy checklist to check you are on track.

- ◯ Assess current infrastructure and cloud environment
- ◯ Form a planning committee
- ◯ Write a vision statement answering the 'Where to start' questions
- ◯ Consult with staff
- ◯ Create a digital strategy document
- ◯ Complete infrastructure and cloud upgrades required
- ◯ Research appropriate devices and plan a pilot programme
- ◯ Device pilot programme
- ◯ Consult with parents
- ◯ Evaluate pilot programme
- ◯ Speak to partners (finance, resellers, training provider)
- ◯ Finalise device choice
- ◯ Select final partners, device and finance package
- ◯ Finalise financial planning, and deployment plan.
- ◯ Plan staff training (technical, teaching and support staff)
- ◯ Create usage policies and guidelines
- ◯ Launch the 1:1 programme to the school community (open parent portal)
- ◯ Conduct and finalise technical deployment testing
- ◯ Begin developing the curriculum to integrate technology
- ◯ Deliver staff training
- ◯ Finalise device order (close parent portal).
- ◯ Deploy devices
- ◯ Facilitate student orientation workshops
- ◯ Create a method to monitor impact and share good news stories