

**BYOD Readiness Checklist**

- Pedagogical Readiness – has BYOD been discussed with teachers and a rationale developed for the implementation of BYOD?
- Have teachers discussed how BYOD will change classroom instructional practices and assessment?
- Is the staff supportive of a BYOD implementation?
- Has the parent community been consulted and are they “on board?”
- Are there plans in place for communicating to parents the rationale for BYOD and an explanation of how students will be using their own devices in class?
- Are plans in place to put information about BYOD on the school website?
- Teacher Readiness – are there teachers on staff who are ready and willing to implement BYOD?
- Logistics – have teachers determined when, how often, and for what purposes students will be able to use their own devices in class?
- Has the staff discussed and reached consensus on when and where students may not be allowed access to their own devices?
- Do teachers have the resources necessary to teach digital citizenship and has a plan been developed for teaching it?
- Has a “platform” or program that will work on various devices and operating systems been implemented for students to use?
- Have provisions been made for students who do not have a device of their own, who may lack Internet access at home, or whose parents may not have consented to BYOD?
- Have parents been advised of the User Agreement that they and their children will have to sign when BYOD is implemented?
- Has consideration been given to where student-owned devices will be kept when not in use (eg. at lunchtime, recess, phys-ed class, etc.)?
- Are any changes required to student behaviour plans or the school’s code of conduct?
- Have specific areas of the school been identified where BYOD will occur?
- Has the IT Department conducted an assessment of wireless network readiness?
- Has consideration been given as to how the effectiveness of BYOD will be assessed?
- Is there a mechanism in place in the school for the sharing of best practices around BYOD?
- Will there be additional school costs associated with BYOD? (App purchases, teacher devices, online subscriptions, wireless printers, additional access points, etc.)?