



# 12 Steps for a Successful 1-to-1 Program



Use Common Sense Media's straightforward resources from our 1-to-1 Essentials Program to plan for, communicate, and implement an effective digital learning program at your school. Check out these links and get started today, but don't worry if you can't implement all the steps upfront. These are suggested best practices that can be done throughout the course of the year.

## ENVISION

- 1. Assess** your school's infrastructure, from the wiring to the personnel. Get a sense of your strengths and weaknesses from the get-go.

Resources: [Tech Readiness Rubric](#) | [Online Compass](#)

- 3. Address** expectations for acceptable use and responsible behavior. Be proactive rather than reactive, and define the "why?" behind bringing technology into the classroom.

Resources: [Common Sense on AUPs](#) | [Acronyms 101](#)

- 2. Discuss** how a 1-to-1 program will augment students' learning, rather than supplement aspects of teaching. How can technology support your school's educational philosophy?

Resources: [Teacher Backgrounders](#) | [PD Conversation Starters](#)

- 4. Identify** your lead teachers. Think of these faculty and staff members as your "pioneers" – the ones who will help drive your program, whether by modeling creative teaching practices or by acting as liaisons between classroom teachers and your tech department.

Resources: [Support System Chart](#)

## COMMUNICATE

- 5. Create** a shared vocabulary for your 1-to-1 program and introduce your faculty and staff (and even families!) to commonly used terms in the edtech landscape.

Resources: [EdTech Glossary](#)

- 7. Identify** apps that will help augment curricula and instruction.

Resources: [Starter Kit of Recommended Apps](#)

- 6. Help** teachers discover the potential of their 1-to-1 devices and share best practices for the classroom. Set teachers up for success by providing initial training as well as ongoing professional development opportunities.

Resources: [Teacher Training Checklist](#) | [Top Tips & Tricks](#)

- 8. Share** with families what to expect from your school's 1-to-1 program.

Resources: [Q&A for Families](#) | [Common Sense Blog Widgets](#)

## IMPLEMENT

- 9. Incorporate** digital literacy and citizenship lessons into your short- and long-term planning.

Resources: [Planning Calendar](#)

- 11. Equip** students with the onboarding skills and resources they need to use their devices in enriching and responsible ways.

Resources: [Student Boot Camp](#)

- 10. Help** families manage students' use of their devices outside of school. Encourage them to establish their own guidelines around using media and technology at home.

Resources: [Family Media Agreement](#) | [Customizable Device Contract](#)

- 12. Teach** students to care for and maintain their devices, and help remind them about ongoing upkeep.

Resources: [Care & Maintenance Poster for Younger Kids](#)  
[Care & Maintenance Poster for Older Kids](#)



# RESOURCES

<b>Tech Readiness Rubric</b>	<a href="http://www.common sensemedia.org/sites/default/files/1-to-1_phase1_techreadinessrubric.pdf">http://www.common sensemedia.org/sites/default/files/1-to-1_phase1_techreadinessrubric.pdf</a>
<b>Online Compass</b>	<i>Coming soon!</i>
<b>Teacher Backgrounders</b>	<a href="http://www.common sensemedia.org/sites/default/files/1-to-1-phase1-teacherbackgrounders.pdf">http://www.common sensemedia.org/sites/default/files/1-to-1-phase1-teacherbackgrounders.pdf</a>
<b>PD Conversation Starters</b>	<a href="http://www.common sensemedia.org/sites/default/files/1-to-1-phase1-pdconversationstarters.pdf">http://www.common sensemedia.org/sites/default/files/1-to-1-phase1-pdconversationstarters.pdf</a>
<b>Common Sense on AUPs</b>	<a href="http://www.common sensemedia.org/educators/1to1/aups">http://www.common sensemedia.org/educators/1to1/aups</a>
<b>Acronyms 101</b>	<a href="http://www.common sensemedia.org/sites/default/files/1-to-1_phase1_acronyms101.pdf">http://www.common sensemedia.org/sites/default/files/1-to-1_phase1_acronyms101.pdf</a>
<b>Support System Chart</b>	<a href="http://www.common sensemedia.org/educators/1to1/support">http://www.common sensemedia.org/educators/1to1/support</a>
<b>EdTech Glossary</b>	<a href="http://www.common sensemedia.org/educators/1to1/glossary">http://www.common sensemedia.org/educators/1to1/glossary</a>
<b>Teacher Training Checklist</b>	<a href="http://www.common sensemedia.org/sites/default/files/1-to-1-phase2-teachertrainingchecklist.pdf">http://www.common sensemedia.org/sites/default/files/1-to-1-phase2-teachertrainingchecklist.pdf</a>
<b>Top Tips &amp; Tricks</b>	<a href="http://pinterest.com/common senseedu/top-tips-tricks-for-ipads-and-tablets/">http://pinterest.com/common senseedu/top-tips-tricks-for-ipads-and-tablets/</a>
<b>Starter Kit of Recommended Apps</b>	<a href="http://www.common sensemedia.org/sites/default/files/1-to-1_phase2_starterkitofrecommendedapps.pdf">http://www.common sensemedia.org/sites/default/files/1-to-1_phase2_starterkitofrecommendedapps.pdf</a>
<b>Q&amp;A for Families</b>	<a href="http://www.common sensemedia.org/educators/1to1/qa">http://www.common sensemedia.org/educators/1to1/qa</a>
<b>Common Sense Blog Widgets</b>	<a href="http://www.common sensemedia.org/educators/1to1/widgets">http://www.common sensemedia.org/educators/1to1/widgets</a>
<b>Planning Calendar</b>	<a href="http://www.common sensemedia.org/educators/lesson-calendar">http://www.common sensemedia.org/educators/lesson-calendar</a>
<b>Family Media Agreement</b>	<a href="http://www.common sensemedia.org/sites/default/files/1-to-1-phase3-familymediaagreements.pdf">http://www.common sensemedia.org/sites/default/files/1-to-1-phase3-familymediaagreements.pdf</a>
<b>Customizable Device Contract</b>	<a href="http://www.common sensemedia.org/sites/default/files/phase3_customizabledevicecontract_design1_interactive.pdf">http://www.common sensemedia.org/sites/default/files/phase3_customizabledevicecontract_design1_interactive.pdf</a>
<b>Student Boot Camp</b>	<a href="http://www.common sensemedia.org/sites/default/files/1-to-1-phase3-studentbootcamps.pdf">http://www.common sensemedia.org/sites/default/files/1-to-1-phase3-studentbootcamps.pdf</a>
<b>Care &amp; Maintenance Posters</b>	<a href="http://www.common sensemedia.org/sites/default/files/1to1-es_essentials_program_poster.pdf">http://www.common sensemedia.org/sites/default/files/1to1-es_essentials_program_poster.pdf</a> <a href="http://www.common sensemedia.org/sites/default/files/1to1-ms_essentials_program_poster_0.pdf">http://www.common sensemedia.org/sites/default/files/1to1-ms_essentials_program_poster_0.pdf</a>