

The Schools Guide to Successfully Implementing Mobile Learning Devices in the Classroom

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Who is This Guide For?

This is a quick guide for schools, colleges and academy's. It is designed to provide help, advice, hints and tips to start you on your digital 1:1 journey. It is aimed at education establishments that have not yet implemented mobile learning devices in the classroom, or have, but are looking for a bit more detail.





What makes edde qualified to offer this advice?

When embarking on bringing handheld technology into the classroom you firstly need to understand the reasons for doing this and how it will work with pupils, staff and learning within the curriculum. It may seem like an exciting and great idea, but you need to work out what subjects, class's and year groups these devices will be used in. How can they enhance a lesson, a child's learning experience and not be viewed as an extravagant toy?

Your Digital Champion

Many schools have a digital champion, someone who can devote time and energy to making the implementation and learning a success. If this is not possible or appropriate, then put together a team of digital leaders.

Digital Leaders

Identify a few staff members that can act as Digital Leaders for your scheme. These people help plan and implement the scheme and are imperative at the earlier stages of the process.

Engagement

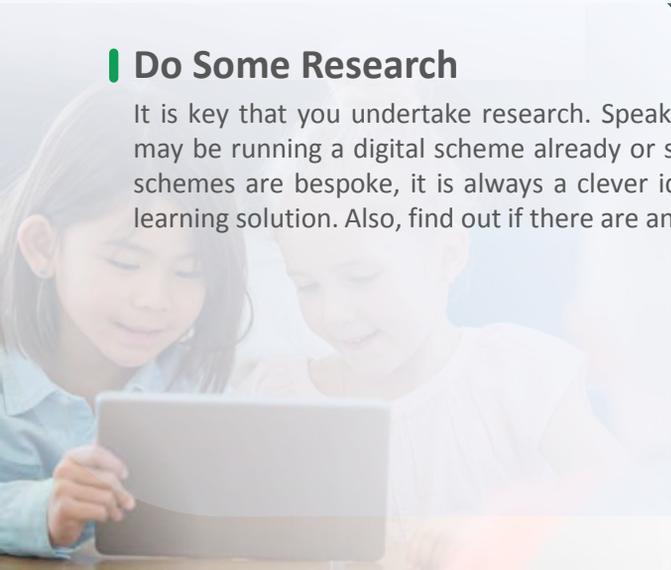
It is not just the champion or digital leaders that need to be engaged in rolling out a 1:1 scheme. There are other key people that need to be on-board as early as possible to avoid any conflict and negativity.



Bringing everyone together as early as possible with what you are trying to achieve will help your journey and increase the engagement and support you will receive.

Do Some Research

It is key that you undertake research. Speak with other schools or Colleges in the area that may be running a digital scheme already or seek references and case studies. Although most schemes are bespoke, it is always a clever idea to see how others have rolled out a mobile learning solution. Also, find out if there are any local workshops taking place.





Some Key Questions to Ask at the Early Stages

When embarking on bringing handheld technology into the classroom you firstly need to understand the reasons for doing this and how it will work with pupils, staff and learning within the curriculum. It may seem like an exciting and great idea, but you need to work out what subjects, class's and year groups these devices will be used in. How can they enhance a lesson, a child's learning experience and not be viewed as an extravagant toy?

Planning your roll out. Some key areas to think about are:

- ✓ How will the device be use in the classroom/curriculum?
- ✓ What will you do with them?
- ✓ Are you going to go fully 1:1 or roll out in cohort?
- ✓ Will your current IT infrastructure support a 1:1 scheme?
- ✓ Are you WIFI ready?
- ✓ What systems will you need to integrate to support devices in the classroom?
- ✓ What timescales will you be working to?
- ✓ Will you run a pilot scheme?
- ✓ Who will be the digital leaders to pilot the scheme in the school, just staff or staff and students?
- ✓ How are you going to finance it?

Early Parental Engagement

When the planning stage has been outlined, the next steps would be to present your plans for a 1:1 roll out to parents to engage then and gain their commitment.

Parental engagement is every bit as important as the all of the other steps, especially when you are asking them to contribute on behalf of their child. Without parental engagement and buy in from them that the scheme will have a positive effect on learning, their lack of commitment could have a negative impact on the sustainability of the program. Carrying out a survey with the parents is also a good way to gauge their interest, find out about access to the internet at home and what kind of digital devices are already in the home environment.

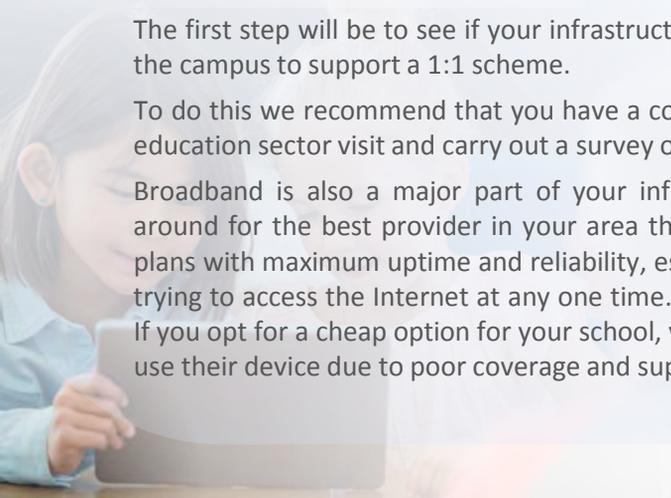
Infrastructure

There are a few key areas to take into consideration before you start to look at the type of devices that are suitable and available to you.

The first step will be to see if your infrastructure & WIFI has the capacity and coverage across the campus to support a 1:1 scheme.

To do this we recommend that you have a company experienced in WIFI infrastructure in the education sector visit and carry out a survey of your site.

Broadband is also a major part of your infrastructure. You need to ensure that you look around for the best provider in your area that has the bandwidth and can support your 1:1 plans with maximum uptime and reliability, especially when a large number of devices may be trying to access the Internet at any one time. Getting the right provider for your needs is key. If you opt for a cheap option for your school, you could fall at the first hurdle when no one can use their device due to poor coverage and support.





Some key areas to qualify with your provider are:

- ✔ What is the current bandwidth and what do you need to support our requirements?
- ✔ If it is not enough, what do we need to do to achieve it?
- ✔ What's going to be the effect of bringing a large number of devices onto the network at the same time?
- ✔ Will the network be able to support, at full speed in both spectrums, all the types of devices students bring in? – important if you are considering a BYOD (Bring your own device) program.
- ✔ How will we connect students securely and easily to my network – what security considerations do we need to think about?
- ✔ How can we monitor what students are doing on their own device?

Ask for references and how many schools have they worked within the UK.



| Which Device?

Look at the devices and platforms available in education and engage with a maximum of three education product specialists to see what products and options are available to you. We can recommend companies should you wish.

As we are independent we can work with any supplier you choose.

Some key areas to qualify with your provider are:

- ✔ What devices are recommended in education?
- ✔ What is the best platform to suit your needs?
- ✔ Device weight, size and battery life?
- ✔ Device functionality?
- ✔ Device cost?

Where edde Can Assist You...

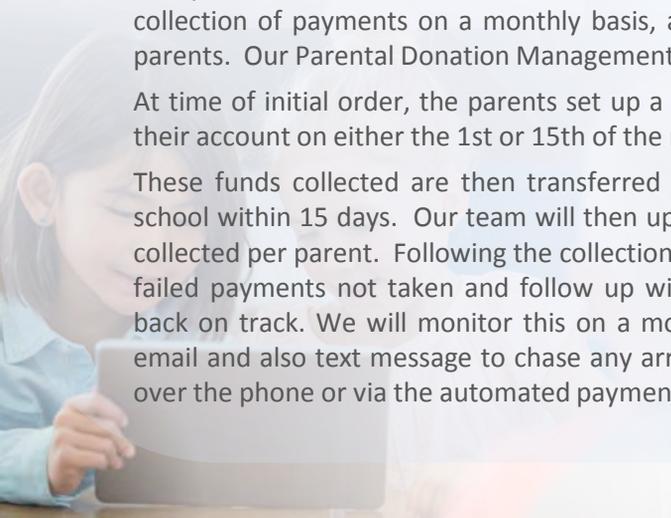
| Scheme Administration

Once your scheme is ready to go live, our team are able to step in to provide your school with a wide range of services designed to support you and take the administrative workload on-board for the life of the scheme.

A key area of the schemes administration is the contribution management, which includes collection of payments on a monthly basis, and following up on any missed payments from parents. Our Parental Donation Management System will do this for you.

At time of initial order, the parents set up a monthly direct debit. Monies will be taken from their account on either the 1st or 15th of the month following deployment of the devices.

These funds collected are then transferred directly from the direct debit originator to the school within 15 days. Our team will then update your online portal accordingly of payments collected per parent. Following the collection update, our team will monitor the portal for any failed payments not taken and follow up with the parents directly to get the contributions back on track. We will monitor this on a monthly basis and will contact parents via phone; email and also text message to chase any arrears. Parents can settle missed payments either over the phone or via the automated payment link they will be sent via text.





Insurance & Warranty

Insurance & warranty is an essential part to the offering to parents. Generally the policies will run for the life of the scheme, over 2 or 3 years. The insurance will cover the device for accidental damage and theft and the warranty policy would cover the device for mechanical failure. As part of the administration support from the edde team, we will work on behalf of the school with the parents to submit and monitor any claims that have been processed via the portal.

Finance & Funding

Financial support or allocating capital equipment budgets is a common stumbling point for schools when they first consider running a monthly contribution scheme. As the equipment needs to be purchased from the supplier upfront, there are two directions the school can go with funding.

01

Internal funding out of capital budget allocated to the project

02

External funding via pupil premium or a compliant operating / finance lease

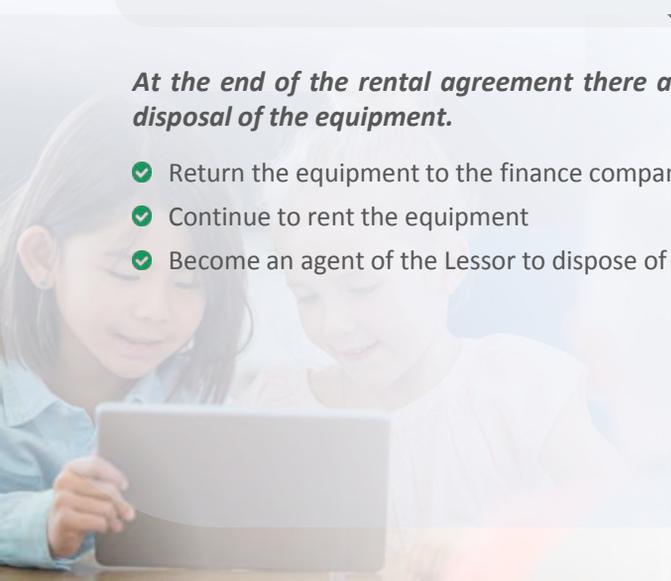
When looking at the funding element it is essential that you include your Bursar or Business Manager when making the decision.

All local authority schools (i.e. government funded) can only enter into an Operating Lease facility. No other form of lease or third-party borrowing is permitted unless authorised by the Secretary of State. Below are a few guidelines to follow to make sure you are entering into a compliant operating lease.

- ✓ The maximum term of the agreement is three years
- ✓ The equipment must not be of an over specialised nature
- ✓ The ownership of the equipment must remain with the Lessor (the finance company that arranges the rental agreement)
- ✓ Automatic transfer of title to the goods must not be contracted
- ✓ The Lessor must invest a significant residual value into the equipment
- ✓ The present value of the rentals should be at least below 89% of the original capital cost of the kit

At the end of the rental agreement there are a number of options with regards to the disposal of the equipment.

- ✓ Return the equipment to the finance company
- ✓ Continue to rent the equipment
- ✓ Become an agent of the Lessor to dispose of the goods to the parents at fair market value





Launching

Launching your scheme with a parent engagement session has proven to be highly successful. To gain maximum attendance, offer different time slots - for example - lunch time, mid-afternoon, school pick-up and potentially a couple of sessions in the evening. You don't have to offer all of these options, but the more choice you give the greater chance of a higher attendance and engagement. If you are planning a whole school launch then you might want to consider running the presentation on several days or even a weekend.

We know from experience that parents attending an informative, engaging and confident launch has greater success in gaining their buy in to what you are trying to achieve, and will support the scheme more so than those that just receive a newsletter.

During The Life Of The Scheme

Throughout the scheme we will run all communication and activity with regards to your scheme via our on-line portal. You will have management access to the portal and can view the activity, claims, administration and payments being processed.

The portal provides you with real-time data that you can access at anytime. Along with a number of reporting tools that can be viewed online or downloaded into Excel, the administration team are also on hand to support you with any administration updates you require.



About edde

Edde onto works with the education sector. We were one of the first companies in the UK to offer an online portal for schools to manage their digital 1:1 journey. We have set up and managed hundreds of mobile learning schemes already and our team are highly experienced in this sector.

We are committed to digital learning and are proud to do our part to help learning in education.



For more information

Please contact a member of the edde team
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