BeLF if you choose the Microsoft route.

The checklist below might be useful points to consider

☐ **Have you got a clear vision?** What are the benefits going to be to teaching and learning? What are you trying to achieve – improvements in literacy? Establishing equity? Strengthening home – school links?

☐ **Have you got a team committed to making the project work?** SLT, teaching staff, technical staff, parents, pupils, governors / trustees? Have they been involved in moulding the vision? / Have you shared the vision with them?

☐ **Have you chosen your price-range, device and time span?** Consider the monthly payments. Consider sustainability e.g. 2 classes in year 3, if it is successful and will be repeated with next year's year 3 classes. Where will you be in 3 years' time? Technical support? Infrastructure? Staff skill set?

☐ **Choose your supplier.** Do they have the expertise to advise during the visioning process? Can they provide set up? Pedagogical training? Ongoing support for the project?

From Autumn 2017 the use of Microsoft Windows 10 S (an operating system built with schools in mind) will be widely available. It integrates with Microsoft's Intune for Education which is the solution for managing policies, apps and settings for your devices.

☐ **Taken delivery of your devices?** (Don't unpack them yet! There are jobs to do first ☺)

☐ **Set up SDS (School Data Sync).** This is an add-on utility that works with your MIS. It will encrypt and then send the appropriate data - names, dates, student groups, teacher names, student names etc to Azure (this is where Microsoft Cloud Services sit – the data centres are in the UK).

☐ **Set up your school Microsoft Intune for Education account.** Intune is an MDM (mobile device management system) where you decide what apps and settings you will put onto each set of your devices – it has been designed so that it can to be managed by the class teacher.

- Name your organisation
- Create group names for devices e.g 1:1 / Cart 1 / Year 4 Cart
- Set the overall policies for all of the organisation e.g. disable camera
- Set individual policies which might need to be changed for each group e.g. 1:1 group – allow camera or Block Windows Store access

- Set the settings and apps you want to appear on each device

☐ **Set up 'School PC app' to create a 'Provisioning Package'** (a free Windows Store app for setting up new Windows 10 devices). Sign in with your O365 credentials and run through the wizard to create a 'Provisioning Package' containing the policies, apps and settings you set up in your Intune for Education account. Copy the 'provisioning package' to several USBs

☐ **Time to open the boxes** with several copies of the USB stick, Microsoft state that you can set up class set of devices in 60 minutes.https://www.microsoft.com/en-us/education/intune/default.aspx

- Any changes you make to the 'profile' set up for that group of devices in Intune for Education will be 'pushed out' to the devices, managed over the Wi-Fi. Changes normally run in the background, so shouldn't interrupt the user.

☐ **Monitoring and Filtering** – Install Futures Cloud software. The Every Child Matters agenda demands the safe keeping of children and urges schools to look not only at filtering solutions within the school environment, but also at ways of monitoring and tracking what children are doing when using all school electronic resources.

Futures Cloud is designed to do just that - Simple software to Detect and Protect. You can enforce an Acceptable Use Policy for all computer use within your school. It helps you put a stop to inappropriate and harmful computer use, whether it involves just looking or active participation.