

## Fulton County Schools Student Device Selection Process

### How are student devices selected at Fulton County Schools?

At the District level, Fulton County Schools (FCS) solicited a Request for Proposals for student devices. This RFP allowed FCS to select multiple devices that meet the district's requirements for personalized learning. These devices are listed in a "marketplace" of options from which schools can choose.

Keeping with FCS' philosophy of local school autonomy, schools will make the ultimate decision on which option best meets their students' unique needs.

### School Level Process

As schools begin to implement personalized learning, they will go through a process of instructional planning, professional development, and then the roll out of student devices. During this process, schools will take the following steps to choose their student device:

- 1. Form a device selection committee.** The school forms a device selection committee to vet and recommend a student device. Selection committees should include students (for middle and high school), teachers, parents, and administration. When asking someone to join the selection committee, have them sign a statement that they have no conflict of interest (see FAQs). If there is a conflict of interest, the potential committee member may not participate in the device selection process.
- 2. Review and test the devices in the marketplace.** FCS provides a list of the devices available in the marketplace, with some high level information on their specifications. Selection committee members have a chance to use and test all the device options.
- 3. Score each device on a rubric.** Selection committees will use the attached rubric and scoring sheet to evaluate each device. They can either come to a consensus on each number that populates the rubric, or average the individual responses.
- 4. School Governance Council (SGC) Vote**
  - To be involved with SGC consideration of the recommendation, SGC members must first review the list of devices in the marketplace. If an SGC member has a financial interest or relationship with one of the devices, vendors, or manufacturers, the SGC member will recuse him or herself from any discussion or vote on the device recommendation (see FAQs and Conflict of Interest form, which each SGC member will be required to complete prior to participation).
  - The selection committee presents their final rubric scores and recommends the device with the highest score to their SGC.
  - SGC monitors that the process was followed and votes to approve the recommendation of the school's selection committee. A majority vote is required.
  - Sample motion statement: "I move that we approve the [school name] device selection committee's recommendation."

## FAQs

### **Do schools get extra support if they choose a less expensive device?**

Schools that select a Chromebook or Dell Latitude will receive an embedded KSU instructional coach for 4 semesters (180 full days per year). This is in addition to the shared coach every school receives during their planning year. This person will be an employee of the KSU iTeach Center; KSU will hire them in accordance with school preferences and input.

**How should we form the device selection committee?** The principal or his/her designee should form the selection committee. Devices are an instructional tool (like a textbook), and so the selection committee should be made up primarily of educators who can assess whether the device fits the school's instructional strategies.

Recommended members include:

- Principal or other school leader
- Teachers (2-3)
- Students (1-2, for middle and high schools)
- Parents (1-2)

**Can the selection committee include School Governance Council members?** Yes, the selection committee can include a subset of SGC members.

**Can the SGC just serve as the Selection Committee?** No, the SGC should maintain its governance role. The device selection committee members are best positioned to assess device instructional fit and therefore it is that committee's responsibility to review the devices and make a recommendation. The SGC's responsibility is to assess that the recommendation is sound, but not to assess the devices themselves.

**Why is the SGC approving the recommendation?** Personalized learning will have a significant impact on student learning experiences including what, how, where and when students learn. The device selection is a major decision in enabling this shift. Given the SGC is charged with setting and supporting the school strategic plan, it is appropriate for the SGC to review the recommendation of the selection committee and ensure the recommendation will support the strategic efforts and vision for the school.

### **How will the selection committee make their recommendation?**

The selection committee will test the devices in the marketplace and evaluate them on the rubric below. Student devices are an instructional tool (like a textbook), so the selection committee's job is to choose the device that best fits the school's instructional model. The recommendation must be made on instructional fit, not on personal preference.

### **Can an SGC member vote No?**

An SGC member can vote "No" if s/he believes the process was not followed with fidelity. If the final outcome of the SGC vote is a majority "No," the selection committee should go back and do further review, making sure to address concerns of the SGC, and then request the SGC review and approve the revised recommendation.

**What if a selection committee or SGC member has a connection to one of the companies being considered?**

Under the “School Governance Council Handbook,” Section IV, Paragraph A(6), “[A]ny Council member that has a conflict of interest or the appearance of a conflict of interest on a matter before the Council must recuse himself/herself from the discussion and voting on that matter.” In Section IV, Paragraph A(2), the conflict of interest may extend to immediate family members where material financial interests are present.

When Selection Committee and SGC members are provided the list of marketplace options for student devices, all Selection Committee and SGC members should assess whether they or any members of their immediate family have financial interests, including stock or employment, in the companies. If so, they should recuse themselves from the selection committee or the SGC from debate and voting.

**What types of questions should the SGC ask when reviewing the Selection Committee’s recommendation?**

<i>Appropriate Questions/Comments</i>	<i>Inappropriate Questions/Comments</i>
How does the device function with some of the software and web-based programs the school is using or plans to use?	Did you meet for an hour each time? Were minutes taken? <i>The mechanics of how the committee meetings went are less important than the quality of their findings.</i>
Describe the benefits the recommend device presents to the instructional model at our school.	I never liked the iPad. <i>Avoid personal preferences from playing a part in your vote. This is an instructional decision.</i>
What kind of support will teachers and staff need to use the device in instruction?	I prefer Dell products. They last longer in my experience. <i>Avoid basing a decision on personal anecdotal evidence.</i>
Describe how you tested the recommended device. What were the students' reactions to the device's functionality?	My kid really hates everything but iPads. <i>Don't second-guess the committee's findings based on your own anecdotal evidence.</i>
Did teachers find the device easy to use? How did they respond to the device?	
Did the committee fully consider each device?	
Did the selection committee follow the process above? Did they have representation from students, parents, teachers, and administration?	
What are the strengths and weaknesses of each device?	

**What if we are already using a device in the marketplace and think we want to stick with that one?**

Each school is required to test the *entire* marketplace and follow the rubric. This is to ensure you choose the best product for your students, and also to ensure that the decision on how to spend taxpayer money is made in a fair and transparent way.

If you have familiarity with using one of the devices in the marketplace for instruction, the device selection committee can include this as part of its evaluation and included as a factor in the “Compatibility with digital resources/content” or “Ease of use in your environment” categories.

**What if we want to purchase devices outside of the marketplace?**

FCS does not dictate how schools choose to spend their local funds, but devices purchased outside of the marketplace will not be paid for with SPLOST dollars and will not receive technical support from the district. Our IT staff will be trained only to support and fix the devices in the marketplace.

**What if my school doesn't have an SGC?**

For schools without an SGC the district's Instructional Technology department will review and approve the selection committee's recommendation.

**Student Device Selection Rubric**

School: \_\_\_\_\_

Device: \_\_\_\_\_

Criteria	Possible Points	Score
<b>Fit with instructional model</b> <i>How well the device fits with our primary instructional strategies and needs. How well will it support the type of work we want students to do and interactions we want them to have?</i>	40	
<b>Compatibility with digital resources/content</b> <i>How well does the device support the digital resources (software, apps, etc.) that are critical to our instructional model?</i>	30	
<b>Ease of use in our environment</b> <i>Can take into account things like ease of use for students at our age level, mobility and durability needed, use in classroom sets (if applicable), etc.</i>	20	
<b>Universal Design for Learning</b> <i>How well does the device allow for all students to access the curriculum? Can take into account things like built in accessibility features (e.g. screen reader, text to speech, speech to text, word prediction, guided access, zoom, screen/text magnification, resizable calculator, scientific calculator, graphing capabilities, equation editor, grayscale/invert colors, switch control, etc.) or access to accessibility features (e.g. personalized browser extensions)</i>	10	
<b>Total</b>	100	

**Strengths:**

- 
- 
- 

**Weaknesses:**

- 
-

**Student Device Selection  
 Scoring and Recommendation Sheet**

*Bring this sheet to your School Governance Council meeting, and submit a copy to the central office when you place your device order.*

**School:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Device Selection Committee:**

*Include title/role (principal, parent, student, etc.)*

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**SGC Members who participated in the vote:**

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Device	Total Rubric Score

**As a school, we** (check to confirm that the process was followed):

- Created a device selection committee that included representation from students (for middle and high schools), teachers, parents, and administration.
- Tested devices available in the Fulton County Schools marketplace.
- Scored the devices on the rubric.
- Recommended the device with the highest score.
- Secured a majority vote from our School Governance Council, approving our device recommendation.

**Recommended device** (highest score): \_\_\_\_\_

**School Governance Council Chair Name:** \_\_\_\_\_

**School Governance Council Chair signature:** \_\_\_\_\_

**Conflict of Interest Form**  
**Student Device Selection Process**

To be filled out by all **Device Selection Committee** members and **School Governance Council** members voting on the device recommendation.

Devices being reviewed are:

- Apple iPad
- Dell Windows Notebook
- Dell Chromebook
- Microsoft Surface sold by TIG (Technology Integration Group)

You may not participate on this Committee if you, any of your immediate family members, or any business organization in which you have a material financial interest have interests that would reasonably be expected to impair your objectivity or independence of judgment.

You may not use your position on this Device Selection Committee to secure unwarranted privileges, advantages, or employment for yourself or any other individual or organization.

You may not use your position on this Committee or any information you learn on this Committee for financial gain for yourself, any of your immediate family members, or any business organization with which you are associated.

Certificated employees are reminded that all activities must be in compliance with the Professional Standards Commission's Code of Ethics for Educators, including but not limited to Standard 6, Remunerative Conduct.

All employees are expect to follow relevant Fulton County School District Board policies, procedures and guidelines, including but not limited to Policy CB, Administrative Personnel Ethics, and Policy GAJB, Professional/Classified – Gifts and Solicitations.

***I affirm that I do not have a conflict of interest with any of the above companies, and I commit to ethical behavior as described herein. I will immediately inform the Device Selection Committee if I become aware of a conflict and will immediately recuse/remove myself from any further activities on the Committee and if applicable, any related School Governance Council discussion and vote, if I become aware of a conflict.***

\_\_\_\_\_  
School Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name