

Tips and Tricks

Items to Consider for a Collaborative ICT Project

Before beginning any collaborative ICT project, I verify the school board's Acceptable Use of Technologies Policy as well as my school's ICT regulations and procedures. I also read the terms of use for any ICT tool that I use with my students. My RÉCIT consultant is an excellent resource in this matter.

Technology: What equipment do I require for this collaborative project?

- Choose type and number of devices needed
 - Desktops _____
 - Laptops _____
 - Tablets _____
 - BYOD _____
 - Other _____

- Verify the availability of the chosen equipment.
- Book or reserve equipment.
- Remember to check if portable devices are fully charged a day prior to the project.
- Provide extension cords or power bars in case it is necessary to recharge the devices during the activity.
- Consider the need for individual microphones, cameras and headphones, if required.
- Install and test both the teacher and student versions of applications or software needed on all the devices before the activity.
- Choose how students will save their work, following school board regulations:
 - Cloud service
 - Saved on the device
 - Class account
 - Personal account
 - Other

Wi-Fi access: What provisions has my school made regarding Wi-Fi?

- Check whether the Wi-Fi signal reaches all parts of my classroom.
- Verify how many devices the Wi-Fi access point can support at one time.
- If ever the Wi-Fi does not meet my needs, I will look for another space in the school where students can work on their projects.

Physical arrangement: How can I organize the space to make the activity more effective?

Classroom space

- Plan a technology corner in the classroom that allows for individual or group work.
- Install a folding screen or partition to create a space apart from the rest of the classroom. This space will enable students to work independently with the least interference possible.

Other space

- Identify locations in the school where activities such as filming or recording an audio sequence could be carried out.

Classroom management: What elements do I need to consider for a successful collaborative project?

- Provide a reservation book or establish a timetable for the use of the equipment.
- Consider having the students reuse the same device.
- Identify student experts who can answer technical questions.
- Establish a procedure students can follow when they encounter a technical difficulty. For example, ask a student expert or three friends, or use a search engine.
- Plan a safe storage area for the equipment.
- Find or create illustrated posters, or direct students to online resources that explain how to use technology such as applications, Web 2.0 tools and other devices. Provide clear objectives and tasks for the students.
- Ensure students know what to do during waiting times.
- Organize mini information clinics given by student experts or by the teacher.
- Rehearse intended recording or filming activities at least once before carrying out the final task using the technological tools.
- For more suggestions, please click on the Instructional Strategies for Integrating ICT under the Pedagogical Resources tab on the PÉLIQ-AN website.

Digital Citizenship: What do I need to consider to help my students become good digital citizens?

- Consult the school board's Acceptable Use Policy for Information and Technology.
- Check with the local RÉCIT consultant to find and validate age-appropriate technological tools.
- Help students become aware of respectful online communication guidelines.
- Help students consider copyright rules and regulations when working on their project.
- Consider using the resources available at <http://www.digitalcitizenshipquebec.ca>.