Brussels, 4 May 2020

MEMORANDUM

Ref.: 2020-04-M-6-en
Orig.: FR

To: Directors, Deputy Directors for the nursery, primary and secondary cycle of the European Schools and of the Accredited Schools, Deputy Directors finance and administration.

From: Andreas Beckmann, Deputy Secretary-General

Subject: Decision of the Joint Teaching Committee of 13 and 14 February 2020 concerning **Guidelines for the pedagogical use of mobile devices in the European Schools – doc. Ref.: 2020-01-D-14-en-2. Entry into force: September 2020**

Introduction

Having taken into consideration in its entirety the document '**Guidelines for the pedagogical use of mobile devices in the European Schools ' – doc. Ref.: 2020-01-D-14-en-2**, at its meeting of 13 and 14 February 2020, the Joint Teaching Committee endorsed the recommendations of the 'Strategy Working Group IT-PEDA and IT-ADM concerning the pedagogical use of mobile devices in the European Schools with entry into force for the next school year 2020-2021.

It should be noted that these guidelines are intended to serve as **recommendations** to schools as they consider the pedagogical implementation of digital competence, as one of the eight key competences to be fostered, and the digital equipment to support such implementation, including BYOD projects. **The following recommendations are intended to provide guidance to schools and are not mandatory**.

These guidelines are also closely linked with the introduction of a **new compulsory digital tool** associated with the new mathematics and physics syllabuses from the start of S4 in the 2019-2020 school year, replacing the TI-Nspire graphing calculator. This tool (GeoGebra software/application) requires individual use of a digital device starting in S5, at the beginning of the 2020-2021 school year.

In this respect, I would also invite you to scrutinise the document "Digital Tool for Teaching, Learning and Assessment" (2020-01-D-76) concerning the GeoGebra software/application, as well as the related Memo 2020-04-M-5.

On the basis of the recommendations made in a coordinated effort by the various working groups on the subject (IT-PEDA, IT-ADMIN and Experts WG in charge of choice of the technological tool), and in order to be able to implement the new S5 mathematics and physics syllabuses from the 2020-2021 school year onwards, it appeared that the most suitable conclusion was to make it compulsory for pupils, from S5

onwards, to have a personal mobile digital device for classwork (BYOD). Nevertheless, within the framework of their budget and resources, the schools may choose to provide devices to pupils.

This obligation, which concerns S5 in particular for next year (2020-2021), will gradually become compulsory for years S6 and S7 (from the year 2021-2022). However, it is up to each school, from the start of the next school year, to decide the level of implementation according to their progress in a BYOD-type project.

This means that although the use of an individual digital device from S5 at the beginning of the next school year (2020-2021) is compulsory, this does not make it compulsory to introduce a full BYOD project for schools next year, covering all subjects. The schools naturally retain their autonomy to decide the most appropriate time to implement such a project, according to the progress of their pedagogical project (if applicable) and depending on the resources that they will require from a technical, human and financial viewpoint to implement it.

In the context of the decision relating to the guidelines for the pedagogical use of mobile equipment in the European Schools, I also feel it is important to draw your attention to the recommendations relating to equipment according to school cycles, which you will find in the annex to this memo.

In order to best assist the schools in their digital education project, the document "Guidelines for the pedagogical use of mobile devices in the European Schools" - doc. Ref : 2020-01-D-14-en-2, also contains several annexes:

- Annex 1: Guide to educational projects based on the use of mobile devices.
- Annex 2: Draft Project Plan ES, Munich Project Plan ’Media Education at the ESM’.
- Annex 3: Bring Your Own Device Policy – Example.
- Annex 4: Criteria for choosing mobile devices and related technologies

I would also like to draw the attention of the schools to the other decisions taken by the Joint Teaching Committee regarding this document:

The document ‘**Guidelines for the pedagogical use of mobile devices in the European Schools ' – doc. Ref.: 2020-01-D-14-en-2** would be regarded as constantly evolving and would be adapted in the light of current digital innovations and development in distance learning.
In case of major changes made to the document, it would be resubmitted for approval. This document will also be subject to updating in accordance with the various decisions taken by the respective Boards that may have an impact on these guidelines.

Furthermore, the Joint Teaching Committee mandated the IT PEDA WG to conduct, in three years’ time, an evaluation of the recommendations for mobile digital devices by cycle and to revise the table on mobile devices if needed. Based on the needs and progress of digital teaching and learning projects in schools, the IT PEDA WG might make further recommendations to the Joint Teaching Committee as to whether the ‘highly recommended’ should become ‘compulsory’.

The Pedagogical Development Unit is of course at your disposal for any questions relating to this decision or to the recommendations made in the document "Guidelines for the pedagogical use of mobile devices in the European Schools" - doc. Ref : 2020-01-D-14-en-2.

Andreas BECKMANN
Deputy Secretary-General

Annexes:

- Recommendations on mobile devices per cycle.
- Approved reference documents: 2020-01-D-14-fr/en/de-2 and 2020-01-D-76-fr/en/de-2.

cc: 'Strategy Working Groups IT-PEDA and IT-ADM; Experts Working Group in charge of the technological tool'

Annex 1

The following recommendations are intended to provide guidance to schools and are not mandatory.

In this context, in the document ’Digital tool for teaching, learning and assessment’ (2020-01-D-76) related to the GeoGebra software/application, the Experts WG considered that in order to run this software/application, the possession and classroom use of a digital device by each student are compulsory from S5 onwards. To avoid any impact on the Wi-Fi or on the IT structure of the school, the related application could be used in offline mode.

However, it is up to each school, from the start of the next school year, to decide the level of implementation according to their progress in a BYOD-type project.

In the table below, no device brands are mentioned or benchmarked.

Cycle-Level	Device type	Distribution	Configuration	Ownership	Status	Remarks
Nursery	tablet 2-in-1 laptop computer	shared[1] or 1 per class[2]	Scenario '1: many': shared devices between several classes (mobile carriers: trolley, case)	School	Highly recommended	A tablet is preferred for portability and multifunctionality.
Primary (P1-P3)	tablet 2-in-1 laptop computer	Shared or 1:1	Shared devices between several classes (mobile carriers: trolley, case) or assigned to a class (shelf with electric loading).	School	Highly recommended	1:1 could be applicable for certain learning environments
Primary (P4-P5)	tablet 2-in-1 laptop computer	Shared or 1:1	Shared devices between several classes (mobile carriers: trolley, case) or assigned to a class (shelf with electric loading)	School	Highly recommended	1:1 could be also emphasised in P5 for the transition to S1.
Secondary cycle 1 (S1-S3)	tablet 2-in-1 laptop computer	Shared or 1:1	Shared devices between several classes (mobile carriers: trolley, case) or assigned to a class (shelf with electric loading)	School	Highly recommended	
Secondary cycles 2-3 (S4-S7)	tablet 2-in-1 laptop computer	Shared or 1:1	S4: shared devices between several classes (mobile carriers: trolley, case) or assigned to a class (shelf with electric loading) or BYOD[3] S5-S7: 1:1 with BYOD	School or student	Highly recommended in S4 Compulsory in S5-S7[4]	

N.B.: Smartphones (multifunction mobile phones) are not highly recommended, but may be used with pedagogical benefit when appropriate within schools' guidelines.

[1] 1: many (e. g. 1 device for 2 pupils). Ratio for shared tablets: ideally, one tablet for two students should be provided.
[2] The teacher can then work successively with small groups. It is hardly possible to conceive of an autonomous pedagogical activity on a mobile device at nursery school level.
[3] BYOD: Bring You Own Device, within the technical specifications recommended by the school.
[4] Compulsory implementation of a 1:1 model, at least in S5 in 2020-2021 (linked with the mathematics and physics syllabuses). Nevertheless, within the framework of their budget and resources, the schools may choose to provide devices to pupils.