

School Technology Committee Checklist

Just as a school principal must wear multiple leadership hats, so a school's Building Leadership Team should lead on multiple fronts (including technology). Wherein the technology program in some schools is particularly dynamic, your school may elect to also maintain a technology committee separate from the BLT. In any case, all schools should regularly consider the following items, coordinating all efforts with the school Educational Technology Specialist and Field Technician.

	Item	Notes / Follow-up
[]	Review your school's classroom technology inventory	
[]	Review the list of CSD Recommended Technology Purchasing Priorities. Maintain a purchasing schedule wherein your school meets the District classroom technology hardware standard. Namely: <ul style="list-style-type: none"> ● Every teacher has a functioning laptop computer ● There is a projector in every Language Arts, Math, Science, Social Studies, and World Language classroom ● There is a document camera (or similar technology) in every core classroom Once primary priorities are met, secondary purchasing priorities are carefully considered.	
[]	Plan how your school will use technology in connection with the CSD evidence-based instructional priorities. Namely: <ul style="list-style-type: none"> ● Learning walk-throughs ● Explicit instruction ● Maximizing opportunities to respond ● Feedback ● Explicit vocabulary instruction ● Differentiation and grouping strategies 	

	<p>supports</p> <ul style="list-style-type: none"> • Making practice public <p>In your plan, identify the teacher supports (including professional development and coaching) required to facilitate the effective use of technology.</p>	
[]	<p>Plan how your school will actively prepare students for the technology requirements of college and careers. Consider the National Educational Technology Standards for students, teachers, and administrators by identifying specific efforts you will take to improve the skill level of your school.</p>	

Recommended Technology Purchasing Priorities

PRIMARY

1. Ensure that every teacher has a functioning computer
2. Centralized printing
3. Provide every teacher with a 3-5 yr old laptop computer
4. Projector in every core classroom
5. Document camera in every core classroom

SECONDARY

1. Audio system in every core classroom
2. Teacher and student iPads/iPods
3. Mobile computer labs
4. Student response systems
5. Individual staff printers

TERTIARY

1. Interactive white boards and similar technologies
2. School-based curricular software