Technology Tool Implementation Checklist

Tool Alignment	
✓	Identify if the technology tool is developmentally appropriate
✓	Consider if the technology tool supports pedagogical needs
✓	Consider if the technology tool supports the development of digital literacy skills
Tool Usability	
✓	Consider prerequisite knowledge and skills needed for students to successfully utilize the technology tool
✓	Identify if the technology tool provides differentiation and/or customization to meet students' language and audio-visual needs
✓	Identify technical and professional support available for the technology tool
Tool Cost	
✓	Consider professional costs, including the time it will take to learn, prep, and implement the technology tool
✓	Identify monetary costs associated with the technology tool
✓	Identify building/district protocols for requesting funds to purchase technology
Tool Security & Privacy	
✓	Review the technology tool's privacy and terms of service
✓	Consider if the technology tool's privacy policy and terms of service is compliant with building/district policies regarding student security and privacy
✓	Identify if parent/guardian permission is needed to utilize the technology tool
IT Logistics	
✓	Consider student access to technologies, both on and off school property
✓	Ensure capability with school-issued device and access with student log-in credentials
✓	Identify the technology tool's integration capabilities with building/district required platform
✓	Identify building/district protocols for IT set-up, implementation, and maintenance