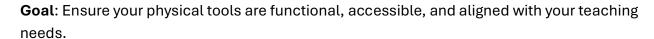
Educator Tech Audit Checklist

Purpose: To assess and update your technology tools for inclusive, effective, and equitycentered teaching.

1. Device & Hardware Check



- [] Laptop or desktop is less than 5 years old and runs current software smoothly
- [] Webcam and microphone are clear and reliable for virtual meetings
- [] Projector or smartboard is compatible with current devices
- [] Classroom charging stations or power access are sufficient
- [] Assistive tech (e.g., screen readers, adaptive keyboards) is available and functional
- [] Backup devices or loaner options are accessible for students

2. Software & Platform Review 🔅



Goal: Use platforms that support collaboration, accessibility, and culturally responsive pedagogy.

- [] Learning management system (LMS) is updated and student-friendly
- [] Collaboration tools (e.g., Microsoft Loop, OneNote, Trello) are integrated into lesson planning
- [] Accessibility features (e.g., immersive reader, alt text, captioning) are enabled and used
- [] Translation tools or multilingual supports are available for families and students
- [] Digital storytelling platforms (e.g., Canva, Adobe Express, Flip) are used to amplify student voice
- [] Passwords and privacy settings are secure and regularly updated

3. Instructional Integration 📦

Goal: Align tech use with pedagogical goals and student engagement.

- [] Tech tools support differentiated instruction and Universal Design for Learning (UDL)
- [] Students use tech to create, not just consume (e.g., podcasts, blogs, videos)
- [] Devices are used to foster collaboration and peer feedback
- [] Tech supports trauma-informed and culturally responsive practices
- [] Digital tools are used to archive student growth and narrative learning

4. Equity & Access Reflection

Goal: Ensure tech use promotes equity, inclusion, and belonging.

- [] All students have access to devices and internet at school and home
- [] Tech tools reflect diverse cultures, languages, and identities
- [] Students with disabilities can fully engage with digital content
- [] Families are supported in accessing and understanding tech platforms
- [] Tech use is regularly reviewed for bias, barriers, and representation gaps

5. Professional Growth & Support 💄

Goal: Stay current and confident with evolving tech tools.

- [] Attend at least one tech-focused PD session per semester
- [] Join educator tech communities or forums for peer support
- [] Reflect on your tech comfort level and set growth goals
- [] Share tech successes and challenges with colleagues
- [] Keep a running list of tools to explore or retire