

Educator Tech Audit Checklist

Purpose: To assess and update your technology tools for inclusive, effective, and equity-centered teaching.

1. Device & Hardware Check

Goal: Ensure your physical tools are functional, accessible, and aligned with your teaching needs.

- ☐ 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