

Name/School:

Date:

21st Century Technology Use in Schools: Guidelines for Principals

Center for Educational Improvement

		5 - Excellent	4- Very Good	3- Okay	2 - Needs Improving	1- Limited	NOTES
Knowledge	K1	My knowledge of apps, new technologies					
	K2	Knowledge of other administrators of apps, new technologies					
	K3	Teacher/staff knowledge of apps, new technologies					
	K4	Student knowledge of apps, new technologies					
		Other:					
Use (General)	U1	Personal use of apps, new technologies					
	U2	Other administrators use of apps, new technologies					
	U3	Teacher/staff use of apps, new technologies					
	U4	Student use of apps, new technologies					
	U5	Use is integrated into academic curricula					
	U6	Access/universal design is equitable					
		Other:					
Policies	P1	Written policies, adopted, updated, & followed					
	P2	Policies for adapting, adopting technologies					
	P3	Policies for protection, approval, restrictions					
	P4	Policies for use of student's own devices					
	P5	Policies for mobile apps					
	P6	Policies for access/universal design					
	P7	Follow or coordinated with district policies					
	P8	Policy includes description of legal and ethical behaviors (i.e. confidentiality, online citizenship)					
	P9	Developed and following a technology improvement plan					
		Other					

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Professional Growth	P1	Plan/procedure for improving my own knowledge & skills						
	P2	Plan/procedures for improving knowledge & skills of other administrators						
	P3	Plan/procedures for improving knowledge & skills of teachers/staff						
	P4	Plan/procedures for improving knowledge & skills of teachers/staff						
	P5	Plan/procedures for improving knowledge & skills of students						
	P6	Coordinated with district						
	P7	Access to Consultant or Special Technology Projects						
		Other:						

Equipment/ Connections	P1	Own devices are up-to-date						
	P2	Other administrator devices are up-to-date						
	P3	Student technologies at school are up-to-date						
	P4	Connections/bandwidth						
	P5	Ready for Common Core/High Standards Compliance						
		Other:						

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21st Century Climate	C1	Priority given to technology					
	C2	Technology infused across school					
	C3	Technology use encouraged					
	C4	Special projects such as STEM					
	C5	Technology fair or showcase					
	C7	Technology Coordinator for School					
	C8	Evidence of being a 21st Century School					
	C9	Technology use part of teacher/principal evaluation					
	C10	School has teacher technology PLCs (or equivalent)					
	C11	Collaboration, sharing, & communicating about technology innovations is part of the school culture					
	C12	Other:					
	Evaluation	E1	School evaluates technology use				
E2		School measures impact of technology on student achievement					
E3		Evaluation data used for continous improvement					