



**#EdTech Systems Assessment ©**  
**PLC Associates - Targeted Technology Systems ©**  
***Focused on the Effective Instructional Technology Framework***

Please reflect on each element using the electronic link provided by PLC. All data is collected anonymously in *an electronic tool*. This copy is for personal use; please keep your answers. It is helpful to put the date of your rating in the appropriate column which creates “running records.”

This material was authored by Mike Newman and Emory Roethel as part of the PLC Associates, Inc. Targeted Technology Systems ©  
 To learn more about this assessment, please email us at: [info@plcassociates.com](mailto:info@plcassociates.com)

The Effective Instructional Technology Needs Assessment has been built to highlight the critical questions from each of the 6 Pillars for an Effective Instructional Technology Framework:

1. **Communication (Cm)** – The clear and consistent flow of information from the technology department to stakeholders.
2. **Compliance (Cp)** – Ensuring technology systems follow state and federal laws and regulations related to data security and privacy.
3. **Instructional Design (ID)** – The systematic creation of physical and digital instructional materials.
4. **Integration (In)** – The effective use of technology by educators and students.
5. **Strategic Planning (SP)** – Technology decisions are guided by inclusive, multi-year plans which set priorities and maximize resources.
6. **Technology Management (TM)** – Investing in and improving technology in a way which maximizes fiscal resources.

**Key: Strongly Agree/Agree/Disagree/Strongly Disagree/Do Not Know**

Targeted Technology	SA	A	D	SD	DNK
1. District staff have a clear understanding of available technology supports provided by the district including how to access said supports. (Cm)					
2. Families and parents/caretakers have a clear understanding of available technology supports to help support their children. (Cm)					
3. Staff members have a clear understanding of what technology (hardware/software) has been approved and provided for use by the district. (Cm)					

4. District communication systems are utilized to disseminate information related to all technology activities including professional learning, infrastructure projects, systems updates, new products, available supports, etc. (Cm)					
5. Staff members receive ongoing professional learning to increase technology compliance across the district. (Cp)					
6. The personally identifiable information (PII) of students and staff members is protected to the greatest extent possible (i.e.- student accounts, student personal and medical, APPR process, etc.) (Cp)					
7. Staff members use software outside of what is provided by the district with students. (Cp)					
8. Technology standards are embedded into current district curricula (ISTE, Computer Science and Digital Fluency, etc.). (ID)					
9. Instructional technology tools are purposefully chosen to enhance instructional design, district curricula and state standards. (ID)					
10. Current curricula and instructional materials are flexible in nature and can be adapted to hybrid and remote learning environments. (ID)					
11. The district is committed to building capacity for instructional technology and technology infrastructure and has an actionable plan to do so. (In)					
12. Software and hardware integration plans are created in advance and include a multi-year rollout to maximize usage and budget funds. (In)					
13. School and district administrators model the use of new and existing technology across the district. (In)					
14. Single sign-on is used to automate rostering whenever possible to streamline software systems and offer greater ease of use. (In)					
15. The 2022-2025 strategic plan for instructional technology is aligned to goals from the current district strategic plan. (SP)					
16. The 2022-2025 strategic plan for instructional technology drives district technology decisions. (SP)					

17. District technology team updates the strategic plan for instructional technology on an annual basis and makes and reports adjustments as needed. (SP)					
18. Technology needs are established using data derived from a strategic plan that includes a focus on: inventory, device management systems, software usage reports, pilot programs, etc. (TM)					
19. The district has a hardware procurement plan in place to ensure technology equity across schools and classrooms. (TM)					
20. Software and hardware purchases are aligned to existing state contracts to maximize resources and alignment to existing technology systems. (TM)					

**Essential Questions:**

1. Where am I/my team strongest?
2. What, when proficient, will make the greatest difference in our district’s Instructional Technology Picture? (Select 5-7 items)
3. After completing this assessment, what are my three main “take aways?”