A Holistic Action Checklist for Using Technology in the Classroom

☐ Take a holistic approach. Use technology to help students acquire new digital skills, not simply to engage their attention or provide a distraction. Have a purpose to using technology. Think about what you want students to learn to do with the technology and the programming around your curriculum. Remember to connect holistic approaches to the child, and promote learning within all facets of a child's life.

☐ Engaging in technology always affords opportunities for children to develop life skills. Remember, though, that technology in the classroom relies on the school having enough connectivity for students to engage on an equal footing.

☐ Is everyone of much the same understanding? Can you clearly communicate to your school community why you are using that particular technological tool in your lesson, your course, your classroom, with your students?

☐ What are you using the technology for? Technological education is not a replacement for teacher-centered learning; it is a means of engaging students in constructivist and multimodal approaches to learning.

☐ Address the matter of student safety. Help students realize the dangers in actions such as accessing inappropriate content, conducting illegal activity, and making unauthorized purchases or downloads on school machines. Educate your students on dangers associated with using technology, and make expectations and policies transparent in the appropriate use of technology.

☐ Understand the features of different digital tools. For example, laptops provide user monitoring and control that are not features of portable devices like tablets; tablets and phones are equipped with portable video-making capabilities not available on laptops. Think about what you are trying to achieve, and choose the most appropriate tool for a given task.

☐ Know the security and privacy risks associated with technology. Digital tools need to be protected by usernames and passwords in order to prevent confidential or personal information from being shared unwillingly.

☐ Remember that technology does not replace hands-on or real-world experience. What it can do is to augment the real-world learning of a child in wonderful ways.

☐ Connect online, make use of the wealth of information on the Internet, and share the great learning for students with critical skills that will assist them in their future digital journeys.