

## Technology Audit Questions—Technology Director

District: \_\_\_\_\_

Technology Director: \_\_\_\_\_

Please provide answers to the following questions.

1. How many buildings are connected on the district network?
2. What is the breakdown of those buildings by type (elementary school, high school, central office, maintenance shop, etc.)?
3. How many teachers use the district network?
4. How many staff members use the district network?
5. How many students use the district network?
6. How many computers are connected to the district network?
7. How many servers are on the district network?
8. What is the teacher:computer ratio?
9. What is the staff:computer ratio?
10. What is the student:computer ratio?
11. How much bandwidth is available to the district?
12. How many technology staff people (FTE) does the district employ?
13. What are the roles of the technology staff people?
14. What is age of the district's computers? Newest: \_\_\_\_\_ Oldest: \_\_\_\_\_ Average: \_\_\_\_\_
15. What is the age of the district's servers? Newest: \_\_\_\_\_ Oldest: \_\_\_\_\_ Average: \_\_\_\_\_
16. What computer operating systems are used in the district?
17. Which versions of the OS are used in the district? Newest: \_\_\_\_\_ Oldest: \_\_\_\_\_ Average: \_\_\_\_\_
18. What productivity software is used in the district?
19. Which versions of productivity software are used? Newest: \_\_\_\_\_ Oldest: \_\_\_\_\_ Average: \_\_\_\_\_
20. What SIS is used in the district? \_\_\_\_\_ What version? \_\_\_\_\_
21. What technology tools are available in every classroom?
22. What technology tools are available in the average classroom?
23. What is the age of network switches, routers, etc.? Newest: \_\_\_\_\_ Oldest: \_\_\_\_\_ Average: \_\_\_\_\_
24. What is the capacity of network UPS devices? Highest: \_\_\_\_\_ Lowest: \_\_\_\_\_ Average: \_\_\_\_\_
25. What is the age of the district's printers? Newest: \_\_\_\_\_ Oldest: \_\_\_\_\_ Average: \_\_\_\_\_
26. How does the district handle internet filtering?
27. How does the district handle anti-virus and spyware protection?
28. In what areas (if any) does the district utilize Software as a Service (SaaS)?
29. How do district staff members request technology assistance from the technology staff members?
30. How are tech support cases documented?

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**District:** \_\_\_\_\_

**Technology Director:** \_\_\_\_\_

Please answer YES or NO to each question using the COMMENTS section to provide additional information.

	YES	NO	COMMENTS
1. Does the district have a technology team that meets regularly?			
2. Are district servers and supporting equipment located in a centralized location?			
3. Is there a secured wireless network available?			
4. Is guest access to the wireless network available?			
5. Can staff members print to copiers?			
6. Can staff members scan, fax, email from copiers?			
7. Can staff access the district's network remotely?			
8. Can students access the district's network remotely?			
9. Does the district utilize the e-rate program to help with technology funding?			
10. Is the technology staff aware of the connection between the district's curriculum and technology?			
11. Technology staff can help teachers utilize technology to improve student learning?			
12. If a member of the tech staff was absent from work for 1 week, could the district function without interruption or delay?			
13. District administrators know where to find technology contracts, vendor contact info, operating manuals, etc.?			
14. Is the approved district technology plan a viable document that shapes decision making?			
15. Does the district have a plan to guide technology decision making?			
16. Is network user information in a secure but accessible location?			
17. Does the district use "cloud" services?			
18. District technology staff members are in regular communication with administrators?			
19. District technology staff members are in regular communication with teachers and staff?			
20. Does the district have a disaster recovery/off-site backup plan?			
21. Is there a system in place to track the district's hardware and software inventory?			

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**Technology Director:** \_\_\_\_\_

If supported, please indicate the number and age for each type of equipment/system.

<b>Supported Devices By Age And Quantity</b>	<b>Less than 1 year old</b>	<b>1-3 years old</b>	<b>4-5 years old</b>	<b>More than 5 years old</b>	<b>Comments</b>
Desktop PCs					
Desktop Macs					
Laptop PCs					
Laptop Macs					
Netbooks					
PC Servers					
Mac Servers					
Other Servers					
iPads					
PDAs					
Other Handhelds					
Cisco Routers/Switches					
3 Com Routers/Switches					
Other Router/Switches					
Wireless Access Points					
Inkjet Printers					
Laserjet Printers					
Networked Copiers					
Standalone Copiers					
Multimedia Projectors					
Interactive Whiteboards					
IDL Equipment					
Student Response Systems					
Classroom sound systems					
Intercom Systems					
Classroom/Building TVs					
Video Cameras					
Still Cameras					
Document Cameras					
DVD Players					
VHS Players					
Scanners					
Building Security Systems					

HVAC Systems					
Other:					
Other:					
Other:					
Other:					
Other:					

What other information would be important for the members of the technology audit team to know about the district?