

# ADMINISTRATOR IMPLEMENTATION CHECKLIST

ADMINISTRATOR NAME: \_\_\_\_\_

TITLE: \_\_\_\_\_

SCHOOL: \_\_\_\_\_

DISTRICT: \_\_\_\_\_

SCHOOL YEAR: \_\_\_\_\_

*I verify that I have...*

\_\_\_\_\_ 1. Determined which E-rate education implementation option best meets the needs of my school or district.

\_\_\_\_\_ 2. Introduced my staff to resources.

\_\_\_\_\_ 3. Have implemented topics of digital citizenship referring to behaviors that are considered appropriate when utilizing technology.

Three CIPA – REQUIRED topics

A) Appropriate online behavior

B) Safety and privacy

C) Cyberbullying

\_\_\_\_\_ 4. Compiled all the TEACHER VERIFICATION documents and other pertinent documentation that the district requires.

\_\_\_\_\_ 5. CIPA information and resources provide to school community via school web site.

*I hereby certify that the above actions have been carried out during the 20\_\_\_\_ - 20\_\_\_\_ school year.*

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_