
Key Considerations for Adopting Educational Technology & E-Textbooks

Educational Technology is a complex and ever-changing landscape. There are many choices and new tools are constantly emerging to meet teaching and learning needs.

The college supports and funds a range of educational technologies to develop and enhance online course delivery. These tools have established support processes in place, and have been vetted for appropriateness to our community and compliance with accessibility, intellectual property, and privacy standards.

Before adopting a new educational technology or tool, there are a number of factors we must consider:

- Alternatives
- Privacy
- Accessibility
- Sustainability
- Support
- Costs
- Integration with other systems

Careful consideration of these various factors is necessary to make the decision whether to adopt the product and will facilitate the smooth implementation of the new technology or tool.

Respond to all of the questions, and supplement your response as needed in the comment fields. Next steps: [make an appointment to meet with an Instructional Designer to discuss.](#)

Your name:

Name of the educational technology:

Why do you need this technology? What are the pedagogical applications for this tool? How do you plan on using this in your teaching? What will be the impact for students?

ENVIRONMENTAL SCAN—WHAT’S AVAILABLE?	DON’T KNOW	YES	NO	N/A
1. Does the College already support other similar educational technologies that could accomplish the teaching and learning goals you’ve identified?				
2. Will this technology have value for another instructor or for courses or programs other than your own?				
3. Did you select this educational technology after evaluating other comparable options? <i>Please use the comment field below to list the other comparable technologies or tools you considered.</i>				

Comments and/or questions about Environmental considerations:

<p>Environmental considerations:</p>

PRIVACY & PERSONAL INFORMATION/DATA STORAGE	DON'T KNOW	YES	NO	N/A
<p>1. Has a Privacy Impact Assessment (PIA) been completed? <i>(The questions below will help determine whether this tool requires that a comprehensive PIA or a low-risk initiative PIA be completed and submitted to the college's Privacy Officer.)</i></p>				
<ul style="list-style-type: none"> Does this technology require students to provide ANY personally identifying* information before they can access it or log in? <i>(* Including first/last names, e-mail address, location, etc.)</i> 				
<ul style="list-style-type: none"> Is this personally identifying information collected by a third-party organization (i.e. outside of Camosun College)? 				
<ul style="list-style-type: none"> Does this third-party organization store the personally identifying information that students are required to provide outside of Canada? 				
<ul style="list-style-type: none"> Does this technology track students and collect user metrics? If so, how will students be informed? 				

Comments and/or questions about Privacy considerations:

To learn more about privacy considerations for cloud-based tools, visit the [Camosun LibGuide](#).

Privacy considerations:
(If you have a link to the technology's Privacy Policy, include that here.)

ACCESSIBILITY—CONSIDERING THE NEEDS OF STUDENTS WITH DISABILITIES	DON'T KNOW	YES	NO	N/A
1. Is there documentation available about this technology (including any associated study websites or other online components) that confirm its accessibility and/or usability testing results?				
2. Have you discussed this technology with the Manager of CAL to determine if it will present barriers to students with disabilities?				
3. Is this technology compatible with screen-readers (e.g. ZoomText, JAWS, Kurzweil 3000)?				
4. Are videos captioned and audio recordings transcribed?				
5. If this technology includes interactive elements (e.g. quizzes), can they be completed by keyboard alone (i.e. without having to use a mouse)?				

Comments and/or questions about Accessibility considerations

Accessibility considerations:

(If you have a link to the technology's Accessibility Statement or Policy, include that here.)

SUPPORT STRUCTURES & SUSTAINABILITY	DON'T KNOW	YES	NO	N/A
1. Have you received the support of your Dean/Chair/Program Lead to pursue the adoption of this technology?				
2. Do you know what organizational unit(s) at the College will support this technology? <ul style="list-style-type: none"> • Set up/installation (once or recurring) • Maintenance • Student/faculty training and/or user support 				
3. Will this technology integrate with other systems already in use on campus? (E.g. [and as applicable] version/type of operating system, D2L, Colleague, Microsoft Office, browsers, etc.)				
4. Have you asked for a quote of costs for this product? Attach details or list known costs in comments section below.				
5. If there are fees associated with adopting this technology, do you know where funding will come from to acquire it?				
6. Have you contacted the Procurement Department to ensure you are following appropriate protocols?				

Comments and/or questions about Support and Sustainability considerations

Support and **Sustainability** considerations: