

4. Instructional personnel shall be able to use electronic technologies to access and exchange information. **(Electronic Mail and Internet)**

**E-Mail**

- ☞ Create and send an e-mail message.
- ☞ Open an e-mail message.
- ☞ Reply and forward an e-mail message.
- ☞ Manage e-mail messages (deleting, folders).
- ☞ Attach a file, retrieve, and save an attached file.
- ☞ Use signature files.
- ☞ Use address list/book.

**Internet**

- ☞ Use the Navigation toolbar and pull-down menus.
- ☞ Access a search engine and compose search queries.
- ☞ Create and use bookmarks.
- ☞ Print information.
- ☞ Follow hyperlinks on a web page.
- ☞ Type in a URL or web location.
- ☞ Download a file from the Internet.
- ☞ Access a news or education website and view a video/audio clip.
- ☞ Access/download Adobe Acrobat Reader and view PDF files.

5. Instructional personnel shall be able to identify, locate, evaluate, and use appropriate instructional hardware and software to support Virginia's Standards of Learning and other instructional objectives. **(SOL Management)**

- ☞ Visit any website (i.e. [www.knowledge.state.va.us](http://www.knowledge.state.va.us)) containing SOL-specific lesson plans.
- ☞ Locate a lesson plan appropriate to your subject area or class. Try it in one of your classes either as is or adapted to meet your specific needs.
- ☞ Review any off-the-shelf educational software and explain how you would use it to help meet the SOL requirements for your students.
- ☞ Explain how students use technology in your classroom to enhance their learning and research skills.
- ☞ Create and implement a lesson that appropriately incorporates computer technology to teach any SOL appropriate to your class or subject.

6. Instructional personnel shall be able to use educational technologies for data collection, information management, problem solving, decision making, communication, and presentation within the curriculum. **(Curriculum Management)**

- ☞ Demonstrate that you can locate information using any **two** of the following information resources:
  - \* Information Management System (i.e., *Keystone, Gradebook, Excel*)
  - \* Electronic Encyclopedia (i.e., *Grolier*)
  - \* *United Streaming*
  - \* Other (specify) \_\_\_\_\_
- ☞ Demonstrate use of a computer-based tool to help you make data-driven instructional decisions.
- ☞ Use a presentation software to enhance instruction or communication.

7. Instructional personnel shall be able to plan and implement lessons and strategies that integrate technology to meet the diverse needs of learners in a variety of educational settings. **(Instructional Differentiation)**

- ☞ Demonstrate your ability to use at least **two** of the following technologies to support instruction in your class(es):
  - \* Digital Camera
  - \* DVD
  - \* Shared Printer/Folders
  - \* Multimedia Projector
  - \* VCR
  - \* *Accelerated Reader*
  - \* Scanner
  - \* Class Website
  - \* Adaptive Devices (keyboard, screen, switch)
  - \* *Blackboard*
- ☞ Create and implement a lesson that you have developed that integrates any **two** technologies (i.e. computer, multimedia projector, digital camera).

8. Instructional personnel shall demonstrate knowledge of ethical and legal issues relating to the use of technology. **(Copyright—Acceptable Use Policy)**

- ☞ Read and agree to abide by the Fluvanna County Public Schools Acceptable Use Policy. You can read the policy online at [www.fluco.org](http://www.fluco.org).
- ☞ Successfully complete a copyright assessment. Copyright guidelines will be available online at [www.fluco.org](http://www.fluco.org) and from your school TSIP Coordinator.
- ☞ Certify that to the best of your knowledge, all software in use on all computers in your classroom is properly licensed.

# TSIP

## Technology Standards for Instructional Personnel



**Fluvanna County Public Schools**

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<http://www.fluco.org/TSIP/tsip.html>

In 1999, the Virginia General Assembly amended Section 22.1-298 of the Code of Virginia as follows: "On and after July 1, 2003, persons seeking initial licensure or license renewal as teachers must demonstrate proficiency in the use of educational technology for instruction." This amendment requires instructional personnel to meet the technology standards as a condition of licensure.

**Instructional Personnel** means all school personnel required to hold a license issued by the Virginia Board of Education for their position.

The Virginia Board of Education has identified eight technology standards in which instructional staff must meet the TSIP requirements as stipulated by that school division.

Individuals who completed a Virginia approved program in any instructional area since December 1998 have met the TSIP requirement. Virginia colleges and universities require that individuals must meet the requirements as part of their approved program. It is not necessary for local school division personnel to reassess this requirement for graduates of a Virginia approved program.

## Steps to Proficiency

**Be familiar with the eight instructional standards and the proficiency tests and documentation required for each.**

**Speak with the TSIP Coordinator in your building to:**

- ☞ Identify competencies where you need training.
- ☞ Identify when tests will be given.
- ☞ Identify how to prepare for tests.
- ☞ Identify ideas to integrate technology into your classes.

**Decide on method and timetable to develop proficiency by:**

- ☞ Taking advantage, as needed, of TSIP Sessions
- ☞ Registering your completed TSIP Portfolio with your Principal or Principal Designee.
- ☞ Taking several tests each year (Don't put them all off to the last year).
- ☞ Keeping all documentation including tests in a TSIP Portfolio.

**Visit the Fluvanna County Public Schools TSIP Website for more information at:**

<http://www.fluco.org/TSIP/tsip.html>

## Eight Standards Adopted by the State Board of Education

Below are the eight standards, or competencies, and the requirements that instructional personnel must be able to demonstrate in order to meet the standards for Fluvanna County Public Schools.

**1. Instructional personnel shall be able to demonstrate effective use of a computer system and utilize computer software. (File Manager)**

- ☞ Create a file and save it to a floppy disk.
- ☞ Create a folder on a hard drive and save a file in it.
- ☞ Identify the software that you would use to access the Internet.
- ☞ Identify the icons associated with each disk drive.
- ☞ Identify five programs that are installed on any computer.
- ☞ Identify, select, and connect to a printer.
- ☞ Find a file using finder or search.
- ☞ Cancel a print job.
- ☞ Demonstrate the ability to check cable connections for mouse, keyboard, printer, peripheral device, and power cord.
- ☞ Perform a cold/warm boot.
- ☞ Set the date and time on a computer.
- ☞ Identify the amount of RAM on a computer.
- ☞ Identify how many megabytes of storage space are available on a hard drive.
- ☞ Identify the version of the operating system.

**2. Instructional personnel shall be able to apply knowledge of terms associated with educational computing and technology. (Vocabulary)**

☞ Identify the following terms:

Application	Firewall	Newsgroup
AUP	Folders	Operating System
Auxiliary storage device	Format Disk	PDF File
Backup	Graphics	Peripheral Device
Boolean Search Logic	Home Page	RAM
CD-ROM	HTML	Scanner
Cold boot	Internet	Spreadsheet
CPU	ISP	Surf
Database	LAN	URL
Desktop	LCD	Virus
Download	Listserv	WAN
E-mail	Modem	Warm boot
FAQs	Multimedia	WWW
Fields		

**3. Instructional personnel shall be able to apply computer productivity tools for professional use. (Word Processing, Spreadsheet, Database, Desktop Publishing)**

### Word Processing

- ☞ Edit a document using cut/copy and paste.
- ☞ Use different format options (font, style, size, margins).
- ☞ Preview and print a document.
- ☞ Use Spellchecker and Thesaurus.
- ☞ Create, save, and retrieve a document.
- ☞ Insert tables and graphics into a document.
- ☞ Insert headers and footers.

### Spreadsheet

- ☞ Create a new document by setting up at least a 3-column spreadsheet.
- ☞ Format row/column size, font style, and border for the material to be entered.
- ☞ Insert/delete columns and rows.
- ☞ Set up formulas and functions.
- ☞ Enter data.
- ☞ Retrieve, edit, and save a spreadsheet.
- ☞ Set the print area and print the spreadsheet.

### Desktop Publishing

- ☞ Open a template.
- ☞ Create a text object.
- ☞ Insert a graphic object.
- ☞ Save and retrieve a publication.
- ☞ Wrap text around a graphic.
- ☞ Use creative text (special effects, color, shadow, size, and shapes).

### Database

- ☞ Create a new document by setting up at least five fields.
- ☞ Enter data.
- ☞ Sort data.
- ☞ Create and print reports.
- ☞ Save and retrieve a database.