

## Technology Standards for Instructional Personnel

- 1. Instructional personnel shall be able to demonstrate effective use of a computer system and utilize computer software.**
  - use the keyboard, mouse, and printer
  - use the menus (Student, Teacher, Internet, etc.) on RCPS instructional computers
  - launch/use/exit different types of software programs including instructional, productivity, & application tools
  - store, organize, and retrieve data files on a variety of storage devices
  - troubleshoot general hardware, software, and networking problems
- 2. Instructional personnel shall be able to apply knowledge of terms associated with educational computing and technology.**
  - operating systems, applications, and utility software
  - temporary, permanent, and removable storage (RAM, hard drive, diskettes, zip drives, CD drives, etc.)
  - monitors, scanners, and digital cameras; dot matrix, inkjet, and laser printers
  - video cassette recorders/players, optical disc players, and computer presentation devices
  - networking terms including ethernet, phonenet, server
- 3. Instructional personnel shall be able to apply computer productivity tools for professional use.**
  - use software tools to assist with classroom and administrative tasks
  - use software tools to design, customize, or individualize instructional materials
  - use software to enhance communication with students, parents, and community
  - use telecommunications (Internet & e-mail) to collaborate and find resource materials
- 4. Instructional personnel shall be able to use electronic technologies to access and exchange information.**
  - use the RCPS e-mail system
  - use resources found on the RCPS web site and other web sites
  - retrieve and/or download information found on web sites
  - use search strategies to retrieve electronic information (electronic encyclopedias, the Internet, etc.)
- 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.**
  - understand types, characteristics, sources, & uses of effective instructional software and other technology-based learning resources
  - use tools of technology including, but not limited to, computers, modems, networks, printers, large-group presentation devices, scanners, digital cameras, camcorders, video cassette recorders, optical disc players, etc.
- 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.**
  - incorporate word processing, spreadsheet, or database software in instruction
  - incorporate telecommunications as a component of instruction
  - use a presentation and/or authoring program to present a lesson or develop instructional materials.
- 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.**
  - utilize technology to facilitate assessment & student centered instruction as determined by the discipline and/or grade level taught
  - use multimedia, hypermedia, and telecommunications software to support individual and/or small group instruction
  - as teaching assignments dictate, utilize and/or understand resources available concerning adaptive technology
  - use technology effectively in various educational settings, e.g., one computer in a classroom, class-size computer lab, computers in classroom clusters or mini labs
  - effectively utilize the school's automated library media center
- 8. Instructional personnel shall demonstrate knowledge of ethical and legal issues relating to the use of technology.**
  - understand the RCPS Acceptable Use Policy
  - understand copyright laws and responsible uses of technology