APS Technology Standards for Instructional Personnel
TSIPs and TSIPs Plus Summary Checklist

Your Name:		Your School:	
Employee ID#:		Are you a High School Math or Science Teacher? Yes No	

Signature:_____

Directions: Enter the date of mastery of each of the TSIPs Summary items below as you finish a section on the TSIPs Worksheet. When you date the TSIPs summary item you are indicating that you have mastered the TSIP or sub-TSIP and that you will still be able to demonstrate mastery three months in the future. Additionally, you will be putting documentation of your achievement into your personal TSIPs portfolio.

To qualify for TSIPs Plus mastery you must complete the higher level skills marked with a "+" on the TSIPs Worksheet, and all skills in those areas where only a selection is necessary to complete Basic TSIPs.

Submitting: After completing your TSIPs requirements, you should submit your signed checklist and portfolio to your school's ITC for review/approval. All approved TSIPs will be forwarded to the Office of Instructional & Innovative Technologies for processing.

1. _____ Instructional personnel will demonstrate effective use of a computer system and utilize software.

To fulfill this TSIP, all items below must be mastered.

- 1.1 _____ Startup, shut down, and restart a computer
- 1.2 _____ Operating system fundamentals
- 1.3 _____ Navigate drives for file saving and retrieving
- 1.4 _____ File operations
- 1.5 _____ Disk preparation and disk preparation plus
- 1.6 _____ Basic setup and maintenance

2. _____ Instructional personnel shall be able to apply knowledge of terms associated with educational computing and technology.

This TSIP will be mastered in context with the other TSIPs.

3. _____ Instructional personnel shall be able to apply computer productivity tools for professional use.

For Basic TSIPs certification, educators must be proficient in five of the following eight areas.

For TSIPs Plus certification, educators must be proficient in all eight productivity tools.

- 3.1 _____ Word Processing or *Word Processing Plus*
- 3.2 _____ Database or *Database Plus*
- 3.3 _____ Spreadsheet or *Spreadsheet Plus*
- 3.4 _____ Draw - Paint
- 3.5 _____ *Publishing or Publishing Plus*
- 3.6 _____ Presentation – Slide Show
- 3.7 _____ Hypermedia Project
- 3.8 _____ Homepage – Web Page

4. _____ Instructional personnel shall be able to use electronic technologies to access and exchange information.

For Basic TSIPs certification, educators must be proficient in three of the following five areas.

For TSIPs Plus certification, educators must be proficient in all five of the following areas.

- 4.1 _____ Email
- 4.2 _____ Browser
- 4.3 _____ Fax
- 4.4 _____ LAN or *LAN Plus*
- 4.5 _____ Voicemail or *Voicemail Plus*

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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.

For Basic TSIPs certification, educators must meet all non-italicized items in sections 5.1, 5.2, and 5.3. Additionally, educators must be proficient with <u>four</u> of the eight items in 5.4.

For TSIPs Plus certification, educators must meet all items in sections 5.1, 5.2, and 5.3. Additionally, educators must be proficient with items in 5.4.1 -- 5.4.6. Items 5.4.8, 5.4.9, and 5.4.10 are optional.

Items 5.4.9 and 5.4.10 are required of all High School Math and Science teachers.

5.1	_____	Evaluate educational software and media	5.4.5	_____	Videodisc / Laserdisc
5.2	_____	ACORN	5.4.6	_____	Computer –TV Interface
5.3	_____	CD and Electronic References	5.4.7	_____	Computer Video Projector
5.4.1	_____	Scanner	5.4.8	_____	• Adaptive Devices (optional for TSIPs Plus)
5.4.2	_____	Digital Camera	5.4.9	_____	• Graphing Calculators (optional for TSIPs Plus) *Required for High School Math and Science teachers.*
5.4.3	_____	VCR	5.4.10	_____	•Probeware (optional for TSIPs Plus) *Required for High School Math and Science teachers.*
5.4.4	_____	Camcorder / TV Camera			

6. _____ Instructional personnel shall be able to use educational technologies for data collection, decision making, communication, and presentation within the curriculum.

6.1 _____ Integrating technology into 4 lessons (provide lesson plans)

High School Math and Science teachers are required to have at least 1 lesson using software Simulating Mathematical or Scientific Principles.

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 instructional settings.

Teachers			Other Educators		
7.1	_____	Implement 2 lesson plans (Provide dates of implementation)	7.1	_____	Integrate technology in 2 meetings
7.2	_____	Evaluate the effectiveness of 1 of these lesson	7.2	_____	Evaluate the effectiveness of 1 of these meetings

8. _____ Instructional personnel will promote responsible, ethical and legal use of technology, information and software resources.

For Basic TSIP certification, educators must meet items 8.1, 8.2, and 8.3.

For TSIPs Plus certification, educators must meet all items below.

8.1 _____ Acceptable Use Policy

8.2 _____ Copyright / Fair Use Policy

8.3 _____ School Technology Plan

8.4 _____ APS Technology Plan