

Social and Ethical Issues

Technology Skill	I understand	I don't understand
Systems Security		
1. Maintain all password confidentiality and report to tech facilitator when students are using teacher passwords		
2. Quit all open applications before leaving computer		
3. Drag server icon into trash before leaving computer		
4. Logout of Foolproof after each use		
5. Ask before using a computer not generally designated for teacher use		
Internet Use		
6. Read and enforce Lexington's Internet Safety Rules for students at your level		
7. Read and enforce Lexington's Acceptable Use Policy		
8. Close any inappropriate site and report the misuse		
Email Use		
9. Acknowledge that all email are public documents		
10. Enforce the rule that students will not use unsupervised student personal/commercial email		
Legal Issues		
11. Abide by software licensing agreements		
12. Respect copyright laws		
Etiquette		
13. Make sure computers are available before using (e.g. library, lab)		
14. Abide by computer lab schedule in your school		

Name: _____

School: _____

Grade: _____

Dept.: _____

	Technology Skill	Proficient	Need review
Basic Operations	Computer Basics		
	15. Turn the computer on and off, use the mouse		
	16. Manipulate windows (resize, move, make active)		
	17. Login and logout of Foolproof		
	18. Use shift key to select multiple items		
	19. Use find file command		
	20. Format and name a floppy or zip disk		
	21. Use application menu (upper right corner icon)		
	22. Troubleshoot common technical problems (e.g. restart, check connections, network connection)		
	Server Use		
	23. Log onto a file server		
	24. Launch an application from the server		
	25. Save a file (e.g. a word processing document) to folder on server		
	26. Open a file from folder on server		
27. Create folders within folders on server			
Printing			
28. Identify and access printer options			
29. Use the chooser to select the appropriate printer (e.g. private printer for ed plans)			

Instructional Tools

Technology Skill	Proficient	Need review
Word Processing		
30. Enter and edit text		
31. Cut, paste, and move blocks of text		
32. Save and access a document		
33. Print file		
34. Modify font, size, and style		
35. Place a graphic in a document		
36. Use writing tools (spell checker, thesaurus)		
Database		
37. Define field, record		
38. Search, enter, and edit data		
39. Sort and find files		
40. Print files		
Spreadsheet		
41. Define column, row, cell		
42. Format column and row		
43. Enter data		
44. Make and interpret a chart		
45. Enter formulas		
46. Print files		
Multimedia Tools		
47. Select appropriate tool to present information: HyperStudio, Appleworks Slide Show, Powerpoint		
48. Create a new stack/slide		
49. Add and edit text		
50. Add and manipulate graphics		
51. Use paint and drawing tools		
52. Save the file to the server		
53. Present using a projection device (T.V. Gold, InFocus)		
54. Capture a graphic with digital camera, scanner, or screen shot		

Communication Tools

Technology Skill	Proficient	Need review
Email		
55. Send and receive email (if you would like to do this from home speak to tech facilitator)		
56. Organize and sort email messages in separate mail boxes		
57. Send and receive attachments		
58. Delete attachments and messages		
59. Copy a URL from an email message, paste into a Web browser		
60. Create mailing lists		
Internet Browser		
61. Launch Internet Browser (e.g. Internet Explorer)		
62. Access sites on the Internet		
63. Create and organize bookmarks		

Research Tools

A	B	C
Technology Skill	Proficient	Need review
CD-ROMS		
64. Locate/access research CD-ROMS (e.g. World Book, Golden Book)		
65. Navigate and utilize research CD-ROMS		
Library		
66. Access and use library homepages		
67. Access library catalogs		
Internet		
68. Familiarize yourself with LPS homepage content (e.g. curriculum-related links, citing sites)		
69. Identify and use search engines appropriate to the task		
70. Use Boolean terms to narrow a search		
71. Evaluate content and applicability of sites		

For Special Education Teachers Only

Assistive Technology

Special Education Technology Skills	Proficient	Need review
73. Access and use IEP software for ed plans and progress reports		
74. Locate and utilize specialized software in building (e.g. CoWriter, Lexia)		
75. Identify assistive technology options (earphones, tape recorder, alphasmart) to meet student needs		
76. Access assistive technology services and equipment		
77. Integrate assistive technology into the curriculum		
78. Create guided web searches (TrackStar)		
79. Locate and utilize special computer functions (Appleworks speech, calculator, etc.)		