

**PRINCE GEORGE COUNTY SCHOOLS
TECHNOLOGY PORTFOLIO**

Name _____

School _____

Show evidence of mastery of at least the first three of the State Technology Standards by May 1, 2000, or the first year of employment following adoption of this program by submitting items specified on the inner covers of this portfolio. The next three Standards (4, 5, and 6) must be met by May 1, 2001, or the second year, with the remaining two Standards (7 and 8) met by May 1, 2002, or the third year. You are welcome to satisfy more Standards than the minimum at any time. Please check the Technology Standards you are fulfilling with this submission:

Year 1 Year 2 Year 3

- Standard 1: Operate a computer system and utilize software.
- Standard 2: Apply knowledge of terms associated with educational computing and technology.
- Standard 3: Apply productivity tools for professional use.
- Standard 4: Use electronic technologies to access and exchange information.
- Standard 5: Identify, locate, evaluate, and use appropriate instructional technology-based resources (hardware and software) to support SOLs and other instructional objectives.
- Standard 6: Use educational technologies for data collection, information management, problem solving, decision making, communications, and presentations within the curriculum.
- Standard 7: Plan and implement lessons and strategies that integrate technology to meet the diverse needs of learners in a variety of educational settings.
- Standard 8: Demonstrate knowledge of ethical and legal issues relating to the use of technology.

Submit a completed, signed portfolio as directed by your school administrator.
Please submit COPIES of any items you wish to retain.

I certify that I have completed the enclosed activities independently.

Year 1: _____
Signature Date of Submission

Year 2: _____
Signature Date of Submission

Year 3: _____
Signature Date of Submission

*****OFFICE USE ONLY*****

Year 1: Accepted Further work needed (Details of deficiency(ies)): _____

Portfolio Reviewed by: _____ Date: _____

Year 2: Accepted Further work needed (Details of deficiency(ies)): _____

Portfolio Reviewed by: _____ Date: _____

Year 3: Accepted Further work needed (Details of deficiency(ies)): _____

Portfolio Reviewed by: _____ Date: _____

TECHNOLOGY PORTFOLIO REQUIREMENTS

Technology portfolios must contain evidence of mastery of at least the first three (3) Standards by May 1. Evidence of mastery of the next three Standards must be submitted by the following May. All Standards must be met by May 1 of the third year. Additional Standards may be met at any time in advance of the requirements. Portfolios will be reviewed by school administrators with assistance from designated personnel.

To qualify as "Evidence of Mastery," submissions must consist of items specified under each Standard. Administrators, Media Specialists and Guidance Counselors may modify the activities as appropriate to their tasks. Place a check mark by the items submitted under each Standard. Label each item with your name, the number of the Standard it supports, and the letter of the activity. See note at end about submitting one document to satisfy multiple lettered activities.

YEAR ONE STANDARDS (MINIMUM)

STANDARD 1: Operate a computer system and utilize software. [Three of the following]

- a. A disk on which you have saved at least two files.
- b. The print-out of two original documents created with different software (i.e., MS Works, Print Shop, PowerPoint, MS Word, PageMaker, etc.)
- c. A list of at least three trouble-shooting operations you have accomplished and their dates (ex: unjammed classroom printer 2/12/99; connected cable to classroom printer 3/14/99)
- d. A print-out of information from a CD-ROM (ex: article from an electronic encyclopedia)
- e. Demonstrate to a technology trainer your ability to set up a computer system or install software (i.e., hook-up cables, attach mouse, change print cartridge, etc.). Signature of the specialist that you have performed these tasks satisfactorily:

_____ Date: _____

STANDARD 2: Apply knowledge of terms associated with educational computing and technology. [One of the following]

- a. Successfully completed (score of 80% or better) "Technology Vocabulary Quiz" (available from your library media specialist).
- b. Activity or lesson you have developed to teach appropriate technology vocabulary to your students.
- c. Print-out of a multi-media presentation (PowerPoint, etc.) you have developed to teach appropriate technology vocabulary to your students.

STANDARD 3: Apply productivity tools for professional use. [Four of the following]

- a. Two professional word processing documents, at least one of which contains a graphic relating to the subject or text. Detail should be given to proper use of grammar, punctuation, and style (use of an easily read font, format, etc.). Suggestions: newsletter, list of directions, note to parents, unit outline, course syllabus, class work-sheet.
- b. A computer-generated grade or class report on a student or class group (accelerated reader, grade book, etc.)
- c. A computer-generated test or activity (not word processed) for a class you teach (ex: a test generated from a disk accompanying your textbook).
- d. A print-out of a database of student or other professional information. This document should include at least four fields.
- e. A print-out of a spreadsheet used to record class or other professional information. This document should include at least 20 cells and one mathematical function.
- f. A print-out of e-mail correspondence (at least your message and a reply) with a colleague about a professional or curricular issue.
- g. A computer-generated crossword, word search, or other puzzle or game (not word processed).
- h. A print-out of web-based information you retrieved for professional use (ex: a lesson plan or professional article from the Web).
- i. The URL and a print-out of a Web page created by you as a resource for your students and/or their parents. Ex: links to sources of information about curriculum topics, schedule of assignments, news of class accomplishments.
- j. Evidence that you have used technology to produce a bulletin board, learning center, or learning games. Evidence may vary but could include a photograph, sketch, or copy of the item.
- k. A student activity for a class you teach, created with technology.
- l. A print-out of a digital camera image that you produced for a professional activity.

YEAR TWO STANDARDS (MINIMUM)

STANDARD 4: Use electronic technologies to access and exchange information. [Three of the following]

- a. ___ A lesson plan that incorporates students' active use of the World Wide Web. Date(s) lesson plan was actually used.
- b. ___ A print-out of web-based information you retrieved for instructional use (ex: resource information for students about a subject you are presenting).
- c. ___ Evidence of your class's participation in a Web project (the specific evidence will vary—submit something that shows what the project was and that your class participated).
- d. ___ A print-out of e-mail correspondence between you or a member of your class and an adult "expert" at a remote site about a topic of curricular concern or interest.
- e. ___ A print-out of an electronically generated list of sources available in your school or an area library on a topic of interest to you or your class.
- f. ___ A write-up of the search strategy you used to access or input specific information to or from the Web or an information database (i.e., SIRS, Groliers, etc.). Include key words, path, and final URL or information gained.
- g. ___ A print-out of a thread or of an e-mail conversation from a professional listserv you have joined (indicate name of listserv and subscription address).

STANDARD 5: Identify, locate, evaluate, and use appropriate instructional technology-based resources (hardware and software) to support SOLs and other instructional objectives. [Three of the following]

- a. ___ A print-out of a digital camera image that you produced for a curriculum-related activity.
- b. ___ A document that contains a scanned image that you produced for a curriculum-related activity.
- c. ___ Lesson plan that incorporates student use of computer-assisted instruction software. Indicate date lesson plan was actually used.
- d. ___ Lesson plan that incorporates laser disk usage by teacher or student in an instructional setting. Include date lesson was taught or student made presentation.
- e. ___ Lesson plan that incorporates video usage by teacher or student in an instructional setting. Include date lesson was taught or student made presentation.
- f. ___ Lesson plan that incorporates use of presentation device (not an overhead projector) by teacher or student in an instructional setting. Include date lesson was taught or student made presentation.
- g. ___ Reviews of three instructional software programs. Include title, published, cost, a brief summary of each program, a critique of its effectiveness and your determination of grade level appropriateness and applicability to curriculum.
- h. ___ Reviews of three web sites that relate to your grade level or discipline. Include URL, title of site, a brief summary of site, a critique of its effectiveness and your determination of grade level appropriateness and applicability to curriculum etc.
- i. ___ Date and usage of a camcorder in a professional or instructional setting. Include class, lesson and objective(s).
- j. ___ Assist teachers with the selection and use of all of the above. Include teacher and date of occurrence. (Media Specialists only)

STANDARD 6: Use educational technologies for data collection, information management, problem solving, decision making, communications, and presentations within the curriculum. [Four of the following]

- a. ___ A copy of a student or class-generated word processing document from a class assignment. Include course, date, and lesson objective.
- b. ___ A copy of a student or class-generated database from a class assignment. Include course, date, and lesson objective.
- c. ___ A copy of a student or class-generated spreadsheet from a class assignment. Include course, date, and lesson objective.
- d. ___ A copy of a student or class-generated desktop publication or display of scientific data (ex: newspaper, flyer, advertisement, illustrated story, etc.) from a class or extracurricular activity. Include information about the purpose of the activity.
- e. ___ Evidence of your class's participation in a Web project (the specific evidence will vary—submit something that shows what the project was and that your class participated).
- f. ___ A print-out of e-mail correspondence between a member of your class (with teacher assistance if necessary) and an adult "expert" at a remote site.
- g. ___ A print-out of a multi-media presentation (i.e. PowerPoint, etc.) generated by you for a professional or instructional purpose.
- h. ___ A print-out of a multi-media presentation (i.e. PowerPoint, etc.) generated by your students. Include lesson objective(s).
- i. ___ The URL and a print-out of your class's Web page.
- j. ___ Date of usage of a presentation device (i.e., LCD pad, data projection system, etc.) in a professional or instructional setting (not to include overhead projector). Include objective.
- k. ___ A copy of a management plan developed by you to assure frequent and equitable use of classroom computers or other technologies by your students.

YEAR THREE STANDARDS (MINIMUM)

STANDARD 7: Plan and implement lesson and strategies that integrate technology to meet the diverse needs of learners in a variety of educational setting. [Must do item a.; select one additional from the remaining choices]

a. ___ The signature of your principal or designee indicating that they observed a lesson that successfully included student use of technology.

Signature _____ Date _____

b. ___ A bibliography of resources on a specific curriculum topic that you created using your school's electronic information databases and/or electronic catalog.

c. ___ A lesson plan that utilizes the one computer in your classroom. Indicate date lesson was taught.

d. ___ A lesson plan that utilizes the computer lab. Indicate date lesson was taught.

e. ___ A lesson plan that utilizes augmentative communication devices and other software appropriate for special needs students. Indicate date lesson was taught.

STANDARD 8: Demonstrate knowledge of ethical and legal issues relating to the use of technology. [Required]

a. ___ Read the document entitled "Copyright: Use of Copyrighted Materials by Prince George County Schools," sign and submit a statement that you have read it and agree to abide.

The SAME sample may be submitted for more than one Standard if it combines elements of more than one lettered activity. For example, one document may incorporate word processing and a spreadsheet and thereby satisfy two items. Likewise, if your web page contains several distinct sections (i.e., student work as well as resource information for parents and/or students) it could satisfy requirements for both 3i and 6i. However, ONE lesson presented with a presentation device will not suffice for both 5f and 6j. Final judgment will be made by the administrator reviewing the submissions.