



# HAVELOCK SCHOOL TECHNOLOGY PLAN 2010-11

Submitted by Staff and PSSC of Havelock School



<b>General Statement:</b>	<b>Strategies</b>	<b>Action Plan</b>	<b>Time line</b>	<b>Responsibility</b>
Student Initiatives	Students will make effective use of the technology to further their learning.	<p>Implement the use of technology skill mapping to teach specific computer skills.</p> <p>Identify student technology skill levels through the use of the technology skill check list.</p> <p>Ensure time is allotted to provide access to the technology lab and in class computer pods for authentic learning opportunities.</p>	<p><b>Sept. 2010</b></p> <p><b>Ongoing</b></p> <p><b>Sept 2011, 2012, 2013</b></p>	<p><b>Tech team</b></p> <p><b>Teachers</b></p> <p><b>Admin team, teachers</b></p>
Teacher Initiatives	Teachers through PD opportunities and PLC team meetings will be supported in their efforts to broaden their technology skills.	<p>Complete teacher needs assessment to identify technological developmental levels (beginning, developing and mastery) so as to provide learning support.</p> <p>Provide Professional Development based of the results of the needs assessment.</p> <p>Identify and purchase technology resources necessary to implement and support learning.</p>	<p><b>Sept 2011, 2012, 2013</b></p> <p><b>Yearly</b></p> <p><b>As needed</b></p>	<p><b>Technology team</b></p> <p><b>Admin team, PD team</b></p> <p><b>Admin team</b></p>

<b>General Statement:</b>	<b>Strategies</b>	<b>Action Plan</b>	<b>Time line</b>	<b>Responsibility</b>
21C Initiatives	As part of the 21C framework document, students and staff will collaborate on creating opportunities for becoming global learners.	<p>Create opportunities to learn about other cultures through global service projects and dialogues via the use of technology.</p> <p>Cross-classroom and/or whole school shared communication and learning opportunities through the use of technology.</p> <p>Accessing and seeking pilot opportunities involving and implementing the use of technology to support curriculum outcomes and assessments.</p>	<p><b>Ongoing</b></p> <p><b>Ongoing</b></p> <p><b>Ongoing</b></p>	<p><b>Teachers, Admin team</b></p> <p><b>Teachers</b></p> <p><b>Tech team, Admin team</b></p>

## TECHNOLOGY PLAN CHECKLIST

<b>Technology Skills for Primary Students</b>				
<b>I = Introduction C = Continuation M = Mastered</b>	<b><u>K</u></b>	<b>Gr. 1</b>	<b>Gr. 2</b>	
<b>Module 1: Basics Skills</b>				
1.1 start, restart and shutdown a computer.	<b>I</b>	<b>M</b>	<b>M</b>	
1.2 insert and eject diskettes and CD Rom.	<b>I</b>	<b>M</b>	<b>M</b>	
1.3 launches and quit an application.	<b>I</b>	<b>M</b>	<b>M</b>	
1.4 creates, modify and save their documents.			<b>I</b>	
1.5 use and control the mouse.	<b>I</b>	<b>M</b>	<b>M</b>	
1.6 prints a document.	<b>I</b>	<b>M</b>	<b>M</b>	
1.7 uses a basic technology vocabulary.	<b>I</b>	<b>C</b>	<b>M</b>	
1.8 describes and reports any computer malfunction.	<b>I</b>	<b>M</b>	<b>M</b>	
1.9 uses the help menu.				
1.10 installs software.				
<b>Module 2: Keyboarding Skills</b>				
2.1 Keyboard Introduction - combine key notions - all keyboard functions - use number keys	<b>I</b>	<b>C</b>	<b>C</b>	
2.2 Standard Method of Keyboarding (speed=written)				
<b>Module 3: Draw</b>				
3.1 create a new document.	<b>I</b>	<b>C</b>	<b>C</b>	
3.2 make simple drawing.	<b>I</b>	<b>C</b>	<b>C</b>	
3.3 use the draw toolbox functions.	<b>I</b>	<b>C</b>	<b>C</b>	
3.4 create an image using the drawing tool icons.	<b>I</b>	<b>C</b>	<b>C</b>	
3.5 use some of the tool bar functions.				
3.6 modify background and contour color.	<b>I</b>	<b>C</b>	<b>C</b>	
3.7 insert an object (image or text) from another medium.		<b>I</b>	<b>C</b>	
3.8 modify a drawing.	<b>I</b>	<b>C</b>	<b>C</b>	
3.9 add text to drawing.	<b>I</b>	<b>C</b>	<b>C</b>	

3.10 insert a spreadsheet to drawing.				
<b>Module 4: Word Processing</b>				
4.1 create new document.	<b>I</b>	<b>C</b>	<b>C</b>	
4.2 modify document (insert or remove text).	<b>I</b>	<b>C</b>	<b>C</b>	
4.3 select text.	<b>I</b>	<b>C</b>	<b>C</b>	
4.4 format text - bold, underlined, italic, style, size...	<b>I</b>	<b>C</b>	<b>C</b>	
4.5 insert picture from library.		<b>I</b>	<b>C</b>	
4.6 align text - left, center, right...			<b>I</b>	
4.7 use dictionary feature.			<b>I</b>	
4.8 cut, copy, paste and move.			<b>I</b>	
4.9 insert text, images, tables, graphics from multiple sources (Internet, CD Rom, etc.)				
4.10 create a table.			<b>I</b>	
<b>Module 7: Internet</b>				
7.1 send email messages.				
7.2 receive email messages.				
7.3 access a site in which you know the address.			<b>I</b>	
7.4 use bookmark feature.				
7.5 search.				
<b>Module 8: Multimedia</b>				
8.1 start/initiate presentation.				
8.2 Create an electronic presentation/multimedia (if application is available).				

<b>Technology Skills for Elementary Students</b>			
<b>I = Introduction C = Continuation M = Mastered</b>	<b>Gr. 3</b>	<b>Gr. 4</b>	<b>Gr. 5</b>
<b>Module 1: Basics Skills</b>			
1.1 start, restart and shutdown a computer.	<b>M</b>	<b>M</b>	<b>M</b>
1.2 insert and eject diskettes and CD Rom.	<b>M</b>	<b>M</b>	<b>M</b>
1.3 launches and quit an application.	<b>M</b>	<b>M</b>	<b>M</b>
1.4 creates, modify and save their documents.	<b>I</b>	<b>C</b>	<b>M</b>

1.5 use and control the mouse.	<b>M</b>	<b>M</b>	<b>M</b>
1.6 prints a document.	<b>M</b>	<b>M</b>	<b>M</b>
1.7 uses a basic technology vocabulary.	<b>M</b>	<b>M</b>	<b>M</b>
1.8 describes and reports any computer malfunction.	<b>M</b>	<b>M</b>	<b>M</b>
1.9 uses the help menu.			
1.10 installs software.			
<b>Module 2: Keyboarding Skills</b>			
2.1 Keyboard Introduction - combine key notions - all keyboard functions - use number keys	<b>M</b>	<b>M</b>	<b>M</b>
2.2 Standard Method of Keyboarding (Note: Typing speed equivalent to written speed)	<b>I</b>	<b>C</b>	<b>C</b>
<b>Module 3: Draw</b>			
3.1 create a new document.	<b>C</b>	<b>C</b>	<b>C</b>
3.2 make simple drawing.	<b>C</b>	<b>C</b>	<b>C</b>
3.3 use the draw toolbox functions.	<b>C</b>	<b>C</b>	<b>C</b>
3.4 create an image using the drawing tool icons.	<b>C</b>	<b>C</b>	<b>C</b>
3.5 use some of the tool bar functions.	<b>I</b>	<b>C</b>	<b>M</b>
3.6 modify background and contour color.	<b>C</b>	<b>C</b>	<b>C</b>
3.7 insert an object (image or text) from the desktop, a diskette or other external medium.	<b>C</b>	<b>C</b>	<b>C</b>
3.8 modify a drawing.	<b>C</b>	<b>C</b>	<b>C</b>
3.9 add text to drawing.	<b>C</b>	<b>C</b>	<b>C</b>
3.10 insert a spreadsheet to drawing.			<b>I</b>
<b>Module 4: Word Processing</b>			
4.1 create new document.	<b>C</b>	<b>C</b>	<b>C</b>
4.2 modify document (insert or remove text).	<b>C</b>	<b>M</b>	<b>M</b>
4.3 select text.	<b>C</b>	<b>M</b>	<b>M</b>
4.4 format text - bold, underlined, italic, style, size...	<b>M</b>	<b>M</b>	<b>M</b>
4.5 insert picture from library.	<b>C</b>	<b>C</b>	<b>M</b>
4.6 align text - left, center, right...	<b>M</b>	<b>M</b>	<b>M</b>
4.7 use dictionary feature.	<b>C</b>	<b>M</b>	<b>M</b>

4.8 cut, copy, paste and move.	<b>C</b>	<b>M</b>	<b>M</b>
4.9 insert text, images, tables, graphics from multiple sources (Internet, CD Rom, data base, etc...).	<b>I</b>	<b> C</b>	<b>M</b>
4.10 create a table.	<b>C</b>	<b>C</b>	<b>M</b>
<b>Module 5: Spreadsheet</b>			
5.1 entre data – (alphanumeric et numeric.)			<b>I</b>
5.2 re-position the cursor on the screen.			<b>I</b>
5.3 create formulas - math operations (+, -, /, *) - existing functions (SUM, AVERAGE...)			<b>I</b>
5.4 copy formulas.			<b>I</b>
5.5 select data bloc - erase, copy and move			<b>I</b>
5.6 modify table elements.			<b>I</b>
5.7 create and modify a graphic.			<b>I</b>
5.8 sort information in ascendant and descendant order.			<b>I</b>
<b>Module 6: Data base</b>			
<b>Module 7: Internet</b>			
7.1 send email messages.	<b>I</b>	<b>C</b>	<b>M</b>
7.2 receive email messages.	<b>I</b>	<b>C</b>	<b>M</b>
7.3 access a site in which you know the address.	<b>C</b>	<b>M</b>	<b>M</b>
7.4 use bookmark feature.	<b>I</b>	<b>C</b>	<b>M</b>
7.5 search.	<b>I</b>	<b>C</b>	<b>C</b>
<b>Module 8: Multimedia</b>			
8.1 start/initiate presentation.	<b>I</b>	<b>C</b>	<b>M</b>
8.2 Create an electronic presentation (if application is available).	<b>I</b>	<b>C</b>	<b>M</b>