

**Maine School Administrative District #75
Staff Development Checklist**

Certification Topic	Knowledge and Skill	Certification Met	Date Certified	Certified By
Operating Systems				
File Structure	Navigate a drive/ folder/subdirectory structure to locate a file.			
Utilities	Find a file on a local drive.			
	Move a file to a folder.			
	Copy a file to a folder.			
	Delete a file.			
	Recover a deleted file.			
	Print a file.			
Networking Essentials				
Login	Login to a server.			
Server Navigation	Locate and navigate a network drive/folder/subdirectory structure to locate a file.			
Network Printing	Use a network print service.			
Network Resources	Differentiate between a network resource and a local resource.			
Computer Security				
Passwords	Securing a password.			
Virus Awareness	Initiate Virus Response Procedures.			
Physical Security	Briefly describe the applicable procedures regarding physical security of technology resources.			
Preventive Maintenance				
Computer Screen	Clean the monitor screen.			
Keyboard	Clean the keyboard.			
Technology Support System				
Technology Support System Tiers	Identify the tiers of the technology support system.			
Technology Support Resources	Identify the available Technology Support resources.			
Problem Solving	Resolve a given problem using the appropriate resources.			

Computer Ethics				
Software Piracy	Summarize the definition of software piracy.			
Copyrights and Plagiarism	Summarize the definition of electronic plagiarism.			
Acceptable Use Policy	Summarize the District Acceptable Use Policy.			
E-Mail Etiquette	Summarize the District Email Etiquette Guidelines.			
Applications				
E-Mail	Respond to an E-Mail within the District.			
Web Browser	Given a research subject, perform an Internet search using a search engine and evaluate results.			
Use an Application	Create a document using an application applicable to job function.			