

# IT/Tech Readiness Checklist for Schools

## Network Infrastructure

- Verify the robustness of the school's network infrastructure by conducting tests and monitoring the performance and availability of the network components. Make sure your network infrastructure is in compliance with the [New Zealand Government Network Standards and Guidelines](#), which provide recommendations and requirements for network design, security, and performance.
- Ensure that the Wi-Fi connectivity is reliable and capable of handling the increased demand by upgrading the routers, access points, and bandwidth as needed.
- Make sure network security measures are implemented such as encryption, multi factor authentication, and VPN to protect the network from unauthorised access and cyberattacks.

## Cybersecurity Measures

- Confirm that cybersecurity measures are in place to protect sensitive student and staff data by following the best practices and standards such as the NZ Privacy Act 2020 and the NCSC Cybersecurity Framework.
- Review and update antivirus software and firewalls on all devices and servers to prevent malware infections and block malicious traffic.
- Conduct a [cybersecurity audit](#) if you have not done one recently to assess the effectiveness of your cybersecurity measures and identify any gaps or risks.

## Device Management

- Check the status of existing devices and ensure they are updated with the latest software and security patches by using a centralised device management system.
- Explore options for device management solutions to streamline updates and maintenance by automating tasks such as, software installation, configuration, backup, and remote wipe.
- Explore [BYOD options](#) if required.
- Provide students and staff with the appropriate devices and accessories that suit their learning and teaching needs and preferences, such as laptops, tablets, keyboards, mice, headphones, etc.

## Collaboration Tools

- Promote collaboration by introducing or updating tools like Google Workspace, Microsoft Teams for Education, or other cloud-based platforms that enable students and staff to communicate, share, and work together online.
- Provide training for teachers and staff on effective use of collaboration tools by offering online tutorials, webinars, workshops, and support resources.

## Digital Learning Platforms

- Evaluate and update learning management systems (LMS) and other digital platforms used for online education by assessing their features, functionality, usability, and compatibility with the school's IT infrastructure and curriculum.
- Ensure that the digital learning platforms are accessible, inclusive, and engaging for all students and staff by following the principles of universal design for learning (UDL) and web content accessibility guidelines (WCAG).

## Data Backup and Recovery

- Implement a reliable data backup system to prevent loss of critical information by using cloud storage services such as Microsoft OneDrive, Google Drive, or Dropbox, or external hard drives or flash drives.
- Ensure that a data recovery plan is in place in case of any unforeseen circumstances by creating and testing backup copies of important files and folders, and having a contingency plan for restoring data and resuming operations in the event of a disaster.
- Review and update the data backup and recovery system periodically by checking the integrity and availability of the backup data, and making adjustments as needed.

## Professional Development

- Schedule professional development sessions for teachers to stay updated on the latest educational technology trends by inviting experts, consultants, or trainers to deliver workshops, seminars, or webinars on topics such as [AI in Education](#), modern tech devices, etc.
- Offer workshops on integrating technology into the curriculum by providing practical examples, tips, and strategies on how to use technology to enhance teaching and learning in various subject areas and contexts.

## Tech Support

- Ensure that a helpdesk is available to address queries and problems promptly by having clear and efficient procedures, protocols, and standards for handling and resolving issues, and tracking and reporting the results and feedback.

## Cloud Services and Storage

- Implement cloud storage for easy access to files and collaborative work. [Cloud services](#) such as Microsoft OneDrive, Google Drive, or Dropbox, allow users to upload, download, sync, and share files and folders online.

- Evaluate and optimise the use of cloud services and storage by monitoring the performance, reliability, and availability of the cloud providers, and comparing the features, functionality, and pricing of different cloud options.

## Budget Planning

- Collaborate with IT service providers like New Era to plan the IT budget for the academic year by identifying the IT needs, goals, and priorities of the school, and estimating the costs and benefits of various IT solutions and services.
- Explore cost-effective solutions without compromising on quality by seeking competitive quotes, discounts, and grants from different IT vendors, and negotiating the best deals and contracts for the school.
- Review and adjust the IT budget periodically by tracking and analysing the IT expenditures and outcomes, and making changes as needed to align with the school's IT strategy and objectives.

## Future Technology Trends

- Consider how new technologies such as augmented reality or artificial intelligence can be integrated into the school's IT strategy by researching and evaluating the potential and feasibility of these technologies for enhancing teaching and learning, and conducting pilot projects or trials to test their effectiveness and impact.

## Modern Technology (Vaping sensors, PA/bell systems, Security cameras, etc)

- Ensure that the [PA/bell systems](#) are in good working condition for efficient communication within the school and replace or repair any faulty or outdated equipment. Consider integrating and modernising your PA and bell systems.
- Explore options for modernising or upgrading the PA/bell systems for enhanced functionality by considering features such as voice activation, intercom, music playback, emergency alerts, and integration with other systems such as clocks, alarms, or phones.
- Address the [vaping crisis](#) by implementing vape sensors in common areas like bathrooms and hallways by collaborating with New Era to install and maintain vaping sensors that can detect and alert school staff to vaping incidents.
- Improve the security and safety of the school by installing and monitoring [security cameras](#) in strategic locations such as entrances, exits, corridors, and parking lots, and consider cloud based camera solutions.

## Need help with actioning the checklist? Contact us today

As leading ICT service providers in the New Zealand Education sector, we can review your IT and technology infrastructure to recommend the best services and solutions to meet your schools needs.

P: 0800 438 428

E: [info@neweratech.co.nz](mailto:info@neweratech.co.nz)

W: [neweratech.com](http://neweratech.com)