

SCHOOL TECHNOLOGY CHECKLIST

INFRASTRUCTURE & CONNECTIVITY

- ☐ Audit bandwidth demands across campus to ensure seamless coverage during peak hours
- ☐ Test all wireless access points in classrooms, libraries, gymnasiums, and communal spaces
- ☐ Examine network infrastructure for aging hardware or unsupported devices
- ☐ Budget and strategize for network enhancements based on growth forecasts

SECURITY & DATA INTEGRITY

- ☐ Assess your current cybersecurity stance and remedy vulnerabilities
- ☐ Update firewalls, endpoint protection, and content filters
- ☐ Confirm that Active Directory and user permissions remain current and precise
- ☐ Review access control systems for staff, students, and visitors
- ☐ Ensure critical data and files are securely backed up and stored (on-site & in the cloud)
- ☐ Monitor system health and threats through a centralized dashboard
- ☐ Configure and verify DMARC, SPF, and DKIM for email domain security
- ☐ Provide phishing protection and end-user training to reduce risk

DEVICES & SOFTWARE

- ☐ Confirm that all teacher and student devices uphold current performance standards
- ☐ Review your Bring-Your-Own-Device (BYOD) policy for harmony and compliance
- ☐ Inventory and configure new laptops, desktops, and peripherals
- ☐ Standardize collaboration and documentation tools across teams
- ☐ Review software licensing for compliance and renewal timelines

COMMUNICATION SYSTEMS

- ☐ Test all phone lines for clarity, functionality, and accurate call routing
- ☐ Ensure intercom, bell, and PA systems are tested and prepared for emergency protocols
- ☐ Prepare staff directories and contact routing plans for front office and classroom use

PLANNING & SUPPORT

- ☐ Survey staff about their technology experiences and needs from the past school year
- ☐ Identify and address the most frequently reported technology challenges from last year
- ☐ Align IT projects with key dates, including testing windows and major school events
- ☐ Participate in E-Rate and other funding initiatives to amplify your tech investments

Need help implementing or auditing your back-to-school technology plan?
Schedule a free consultation with your friend in the school tech industry.

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