



School ICT Transformation Roadmap

A 9-phase strategic framework to modernize infrastructure, empower educators, and future-proof learning for school leadership and stakeholders.

1

Foundation

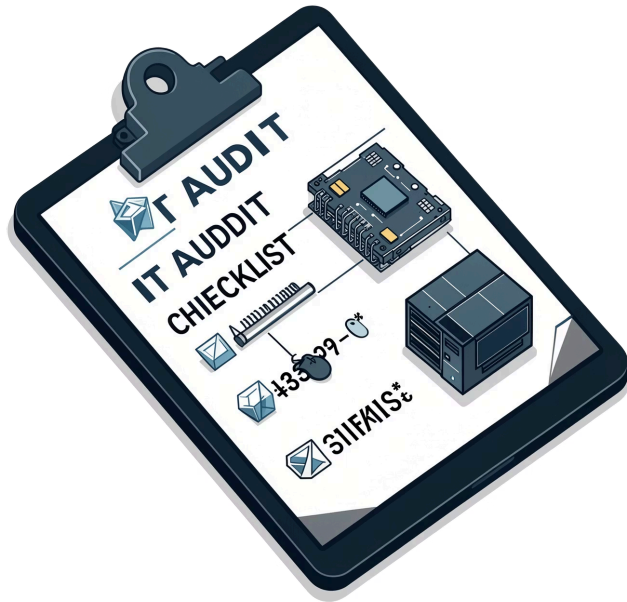
2

Core Systems

3

Sustainability

Phase 1: Assessment & Strategic Planning



Every successful transformation begins with a clear picture of where you stand. This phase establishes the evidence base for all decisions ahead.

→ IT Asset Audit

Comprehensive inventory of computers, printers, network devices, and projectors

→ Software & Licensing

Review compliance status and internet bandwidth coverage across the school

→ Workflow Mapping

Identify record-keeping inefficiencies and evaluate the School Management System (SMS) for gaps

Phase 2: Hardware & Software Optimization

Maximize the life of existing assets before investing in new ones — a cost-effective foundation for every phase that follows.



Hardware Upgrades

Repair and upgrade existing computers with RAM, SSD, and OS improvements to extend usability



Endpoint Security

Deploy standardized antivirus and endpoint protection across all devices school-wide



Software Stack

Install educational software and open-source alternatives including LibreOffice and GIMP



User Management

Create role-based user accounts and implement cable management and maintenance schedules

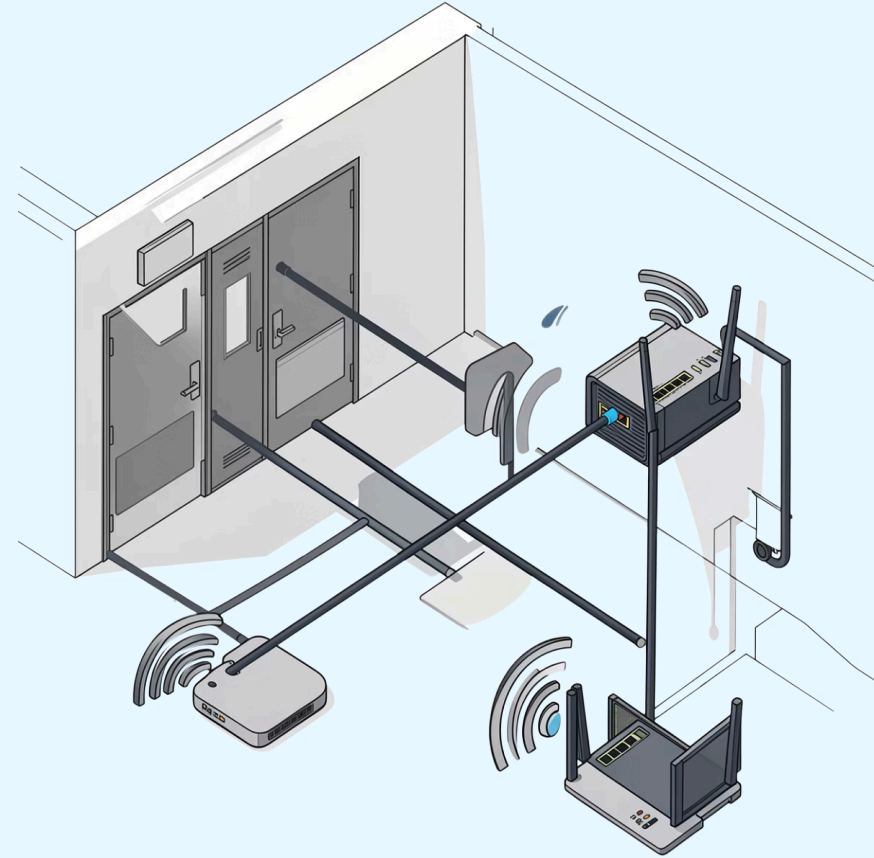
Phase 3: Networking & Connectivity

Network Architecture

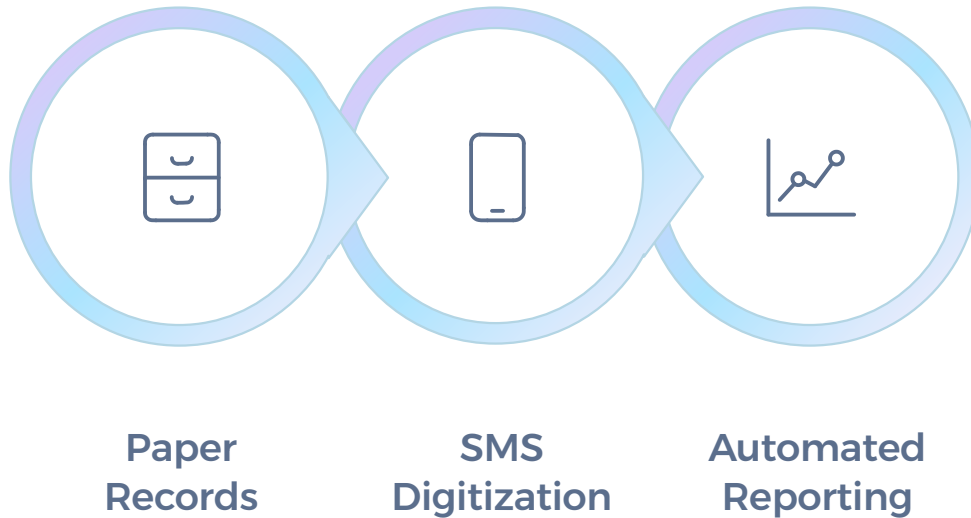
- Secure router configs, update firmware, and segment networks into Staff, Student, and Guest VLANs
- Optimize Wi-Fi coverage across all classrooms and staff areas

Safe & Resilient Access

- Implement content filtering and safe browsing protocols for student protection
- Deploy offline digital library resources to support learning even without heavy bandwidth



Phase 4: School Management System



From manual filing to fully digital workflows — SMS customization drives accuracy, speed, and parent satisfaction.

What Gets Digitized

- Admission, attendance, and grading workflows customized to school needs
- Historical student records and admission data fully digitized
- Digital exam result processing and automated report card generation

✓ Outcome: Less paperwork, improved data accuracy, faster parent communication

Phase 5: Capacity Building & Digital Skills

Technology is only as powerful as the people using it. This phase builds lasting human capability at every level of the school community.



Teacher Training

Multimedia teaching methods and interactive classroom tools for educators



Student & Staff Literacy

Computer literacy, typing, and internet safety workshops for all school members



Coding & STEM

Foundational Python aligned with national curriculum; introductory robotics pending budget approval

Phase 6: Digital Presence & Community Communication

Modern School Website

Redesigned to be mobile-responsive with notices, events, admissions, contact forms, and photo galleries

Social Media Management

Professionally managed official channels to strengthen school community relationships

Parent Engagement

Curated recommendations of approved educational apps in math, science, and coding for home learning



Phase 7–8: Security, Governance & Compliance

Security & Data Protection

- **3-2-1 Backup Strategy:** 3 copies across 2 media types – local NAS + external drive – with 1 secure offsite cloud backup
- Automated OS and antivirus update policies enforced across all devices
- 2FA mandatory for all admin accounts with strong password guidelines
- Student and staff data privacy awareness sessions and digital safety curriculum

Policy & Documentation

- Draft and formally approve an Acceptable IT Usage Policy for staff and students
- Display Computer Lab rules and internet usage guidelines in all IT spaces
- Digital and physical IT maintenance logbook for all repairs and incidents
- Live IT Asset Management Register and documented SOPs for future IT staff

Phase 9: Long-Term Sustainability & Innovation

The roadmap doesn't end – it evolves. Phase 9 ensures the school's ICT investment keeps growing in impact and relevance.



1

Smart Classrooms

Gradual expansion of interactive displays and wireless casting technology

2

Bi-Annual Reviews

Scheduled infrastructure effectiveness and user satisfaction assessments

3

AI & LMS Investment

Annual budgeting for LMS content creation and AI-assisted learning tools

4

Rolling IT Roadmap

Maintained 2–3 year forward plan with clear, measurable milestones