



# Return to School: IT Readiness Checklist

A practical guide for school IT teams and administrators for returning to school and managing a post-pandemic world.

*As students, teachers and administrators return back to campus, here's our quick guide to contactless administration, hybrid learning, and staying secure and compliant.*

School IT and administrator teams have been the unsung heroes behind an extraordinary effort to maintain learning and business continuity through COVID-19.

As campuses everywhere manage the pandemic, change is happening now to create safe physical and online learning environments. Here's a quick guide to some of the IT solutions schools can access wherever they are on their digital transformation journey.



## 1. Contactless sign-in for visitors, contractors and guest teachers

- ✓ Cloud-based digital sign-in solution
- ✓ Fast, accurate reporting for proactive campus security
- ✓ SMS and email notifications for visitors and administrators
- ✓ Digital capture and storage of Working with Children (WWCC) checks and qualifications
- ✓ Check construction projects on site have practices in place to minimise risks of COVID-19

## 2. Digitise your paper-based forms

- ✓ Real-time incident reporting
- ✓ Minimise manual handling risk for back office administrators
- ✓ Simplify parent and carer permissions

## 3. Take your accounts online

- ✓ Switch to digitised accounts payable and receivable to minimise the risks and costs of manual handling
- ✓ See immediate ROI from staff freed up to do more and seamless accounts and reminders
- ✓ Secure integration with existing platforms for simple deployment
- ✓ Shift accounts online to allow for remote staff access and online approval workflows
- ✓ Integrate with JobKeeper friendly tools

## 4. Prepare for change in the classroom with hybrid learning environments

- ✓ Empower teachers in the classroom with virtual learning technology that engages students face-to-face and those learning from home
- ✓ Equip teachers and students for screen-to-screen learning when both are still located remotely – with limitless attendance
- ✓ Keep the class connected with secure, user-friendly cloud video conferencing where the class can see the teacher, and the teacher can see the class
- ✓ Create a simple assessment for home learning environments

## 5. Compliance and corporate governance

- ✓ Keep school boards and councils operating effectively and within guidelines for seamless decision-making
- ✓ Make security protocols a key part of online learning policies and procedures
- ✓ Communicate with staff and educators on cyber learning policies, interacting with students online and risk reduction
- ✓ Check school insurance policies to stay compliant with students learning from home

COVID-19 has pushed forward everyone's agenda for change. The education sector can take heart in their response to date and their role in keeping students learning and communities connected.

Making the most of what we've learnt now is crucial to finding a new normal for schools. Talk to our expert education team on what's working and what isn't across the sector, and where to start to develop a secure learning and business continuity plan for the business of your school.