



Summer Tech Pre Checklist

Use this checklist to ensure your school IT department is prepared for a smooth, secure, and efficient start to the academic year. Each section includes key tasks to complete during summer break.

Inventory and Asset Management

	Action Item	Comments
	Conduct a full audit of hardware and software assets.	
	Review and update software licenses and usage.	
	Update inventory records, warranties and remove outdated items.	
	Tag and organize equipment for tracking and management.	
	Reimage staff and student devices.	

Maintenance and Upgrades

	Action Item	Comments
	Identify and replace outdated or unsupported systems.	
	Review firewall rules and access.	
	Upgrade Wi-Fi security and access points.	
	Review monitoring tools for threat detection and unusual activity warnings.	
	Audit student data storage locations.	
	Apply all available software patches and updates.	



Security and Risk Mitigation

	Action Item	Comments
	Review and update user permissions using the principle of least privilege.	
	Review and remove inactive accounts.	
	Test data backup and recovery processes.	
	Segment networks (student, staff, guests, backups)	
	Perform incident response training with tabletop exercises.	
	Update incident response and disaster recovery plans.	
	Update SIS, LMS and key EdTech tools and systems.	

Vendor Risk Management

	Action Item	Comments
	Review vendor accounts and access.	
	Create and maintain a centralized vendor list.	
	Review vendor incident response and notification requirements.	
	Review vendor contracts and data sharing agreements.	



Training and Documentation

	Action Item	Comments
	Document standard operating procedures and system processes.	
	Verify IT security policies and procedures are current and compliant.	
	Update cybersecurity awareness training materials.	
	Prepare back to school security awareness communication campaigns (phishing, safe data handling, etc.)	
	Prepare new hire onboarding cyber hygiene training.	
	Review prior year incidents and document lessons learned.	

Environment and Organization

	Action Item	Comments
	Server room walk-through for cleaning and maintenance.	
	Reorganize tech storage areas for efficiency and accessibility.	
	Review physical security access (badging, cameras, locks).	
	Install surge protectors and UPS systems for critical devices.	
	Properly migrate and archive decommissioned data.	

