

**KABALE SECONDARY SCHOOL, S.5 SUB – ICT**

**E.O.T ONE MARKING GUIDE, 2026**

**Write-up as an ICT Expert to Assist School Management**

**1. Introduction**

Green Valley Secondary School has taken a commendable step by establishing a computer laboratory to support teaching and learning. However, several challenges such as computers failing to boot, freezing during shutdown, learners' difficulty in identifying and using basic computer components, and teachers' uncertainty in applying ICT indicate the need for technical improvement, user training, and proper ICT integration. This write-up provides practical solutions to these challenges and outlines how ICT can be effectively utilized in teaching and school management.

**2. Basic Computer Components**

**i. Input Devices**

Input devices are used to enter data and instructions into the computer. Examples include the keyboard, mouse, scanner, microphone, webcam, and joystick

**ii. Processing Devices**

Processing devices handle data and control all operations of the computer. The main component is the Central Processing Unit (CPU), which consists of the Arithmetic Logic Unit (ALU) and the Control Unit. RAM (Random Access Memory) also plays a role in processing by temporarily storing data being used

**iii. Storage Devices**

Storage devices are used to keep data and programs either temporarily or permanently.

Primary storage (main memory): RAM and cache memory (temporary storage).

Secondary storage: Hard disk, SSD, USB flash drive, memory card, CD/DVD (permanent storage).

**iv. Output Devices**

Output devices present processed information to the user. Examples include the monitor, printer, speakers, projector, headphones, and plotter.

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### **v. Communication Devices**

These devices enable computers to communicate with other devices and networks. Examples include network interface cards, modems, Wi-Fi adapters, routers, and Bluetooth devices.

### **3. Addressing the Identified Issues**

#### **a) Computers fail to boot**

This problem may be caused by power issues, faulty hardware, or corrupted software.

Solutions: Ensure proper power supply, check cables and connections, install UPS systems, run hardware diagnostics, and reinstall or update the operating system.

#### **b) Computers freeze during shutdown**

This may result from software errors, viruses, or insufficient memory.

Solutions: Update software and drivers, install antivirus programs, remove unnecessary applications, and train users on proper shutdown procedures.

#### **c) Learners struggle to identify and use components**

This indicates a lack of basic ICT knowledge and practical exposure.

Solutions: Conduct practical lessons on computer components (input, processing, storage, output, communication), label devices in the lab, and provide hands-on training.

#### **d) Teachers are unsure how to apply ICT**

Teachers need skills and guidance to integrate ICT into teaching and school management.

Solutions: Organize ICT training workshops, provide teaching resources, and encourage the use of educational software and digital tools.

### **4. Applying ICT in Teaching and Learning**

ICT can enhance learning through the use of presentations, simulations, videos, and interactive content. Learners can conduct research using the internet and submit assignments through digital platforms. Learning Management Systems (LMS) can also be used to manage lessons, assessments, and communication. ICT promotes creativity, critical thinking, and problem-solving skills among learners.

### **5. ICT in School Management**

ICT improves efficiency in school administration through Management Information Systems (MIS). These systems help manage student records, attendance, timetables, and

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examination results. Communication with parents can be improved through emails, SMS, and school portals. ICT also supports proper record keeping, data storage, and security.

### **6. Recommendations**

The school should establish clear ICT policies and lab rules, ensure regular maintenance of equipment, and install updated software. A qualified ICT technician should be employed to manage the lab. Continuous training should be provided for both teachers and learners. The school should also monitor and evaluate ICT usage regularly to ensure effectiveness.

### **7. Conclusion**

With proper understanding of computer components, regular maintenance, user training, and effective integration of ICT into teaching and management, Green Valley Secondary School can overcome its current challenges. This will enable the school to fully benefit from its computer laboratory and improve both learning outcomes and administrative efficiency.