

# **HARNESSING ICT IN SMART SCHOOL MANAGEMENT**

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## **SYNOPSIS**

*“Sekolah Bestari Malaysia” or the Malaysian Smart School is a revamped learning approach through the teaching-learning process and the management of the schools’ administrative system to facilitate students in facing the information era.*

*ICT can be harnessed as an integrated, state-of-art solution to our smart schools’ administrative needs. With a centralized database and internet connection being housed within a single server, and made accessible through a friendly browser interface, this user friendly technology definitely is the solution for our school basic management problems.*

*The use of ICT in smart schools gives the administrators and teachers the ability to easily and cost-effectively manage every aspect of data gathering and reporting, and it can satisfy our stake holders, the students’ parents’ real time access to track their children’s progress.*

*Any information that is added or changed will be available to all users immediately. This allows administrators, teachers, parents and students to access the most up-to-the minute information and also facilitate the data-driven decision making that will then lead to improved school efficiency and student achievement.*

## **SCHOOL MANAGEMENT**

Administrators, teachers, parents and students can access to up-to-the-minute information on all aspects of school information that include school profile, organization charts, school events scheduling for the school calendar, and assigning appropriate codes for all parameters related to student, staff, curriculum and examination to ensure standardization across the school.

## **STUDENT MANAGEMENT**

ICT Modules can be used to manage comprehensive record for each student that includes student particulars, address and correspondence information, previous school information, guardian information and their relationship linking. Students’ academic performance and automatic communication of student progress with parents and students are also made accessible at any time of the year.

On line registration for new students and auto registration for existing student for the next academy year, assessing student achievement, managing student disciplinary action and student activities and evaluating student personality would be performed by teachers over the web. This information is vital for auto generation of school leaving certificate without further keying-in of data. Much duplication effort on numerous manual processes and paperwork has been eliminated. The student information integrated with guardian information can easily be obtainable from the terminal screen instead of clogging filing room and taking up valuable space.

Any student information (even old students' data) is available instantly with just a simple click of a mouse. Reports specifically for MOE such as by race, by religion, by sex ratio, by class etc can be reproduced easily. School Leaving Certificate and testimonial can be printed instantly. Even certificates for old students can be reproduce!!

The administrative examination activities such as exam scheduling, enrolment, results to transcripts, and course progress reports are accessible to parents by using the internet and the school can even send electronic report cards to parents via email. Parents are able to know how their student is performing in school on a continual basis. Besides, students can be more accountable for their own academic success by accessing to their individual grades and result history.

### **GUARDIAN PROFILE**

A comprehensive guardian record such as guardian particulars, address and correspondence information and occupation information can be included.

- ☆ This allows the administration of the smart school to be more effective including reporting disciplinary information of students so that prompt actions will be taken.
- ☆ Students' academic performance especially for monthly tests, mid-year examinations, end of year examinations and mock examinations can be send through electronic means to parents via email

### **STAFF MANAGEMENT**

Keeping track of the staff profile including their qualification and experience for both teaching and non-teaching staff is vital for optimizing resource allocation during subject assignment. By using the electronic card, staff attendance can be taken care of, too. The replacement for absent teacher is assigned on line and notified promptly.

Module for evaluating teacher's performance which uses multiple sources of information about performance in addition to formal and informal observation can be used for creation, maintenance and deletion of data. Results and collection of information on teachers' performance can be use to measure and improve their performance. This is vital because the performance of classroom teachers is the foundation for achieving the goal of increased student achievement.

This evaluation could be customized to extract and generate relevant data for Borang JPA (Prestasi) 3/93.

## **FINANCIAL MANAGEMENT**

Module for keeping track of the financial standing of the school, keeping the accounts up to date will optimize the fund of the school. Budgeting for the school will be made easier - under spending or over expenditure will not arise.

Stock of basic items used daily such as paper, printing ink, files, chalk etc will be well kept, recorded and can also be customized to be reminded if stock runs low. This will ensure the supply of essential goods and the efficiency of the administrators.

## **FACILITIES MANAGEMENT**

Electronic card can also be made available for students. It will function as an "All-in-one" card that is as a student card/name tag, library card, cooperative society card, ICT card (when using school computers) etc.

## **COOPERATIVE MANAGEMENT**

Electronic cards owned by each cooperative member will hasten the day to day sales and purchases services rendered. Daily accounting of the tedious repetitive entry of data can be solved easily. Calculation of the management's annual bonus or rebate, dividend and financial year end profit and loss can be easily and effectively done.

Keeping and updating shares of members for the next financial year; calculation of payment of annual bonus or rebate, dividend

for each individual and other numerous manual processes has been eliminated.

Monitoring sale of goods which are the fast moving or highly demanded items or otherwise. Stock well-recorded will enable stock checking to be done efficiently and if stock runs low customized features can do the reminding job. This will ensure the supply of fast moving goods and the efficiency of the services rendered.

## **LIBRARY MANAGEMENT**

Inventory of books, keeping track of books and stock checking

Borrowing of books

## **SCIENCE LABORATORY MANAGEMENT / RESOURCE ROOM MANAGEMENT**

Stock, inventory

Beginning of year quotation purposes