

## Digitization Of School Administration

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### Abstract

The rapid development of technology and digitization of information systems has encouraged all aspects of community life to change. One of the aspects affected by this development is the education sector. Attendance is a fundamental element in maintaining school discipline and accountability, therefore, the development of technology that can facilitate the attendance process is urgently needed. This article uses literature studies obtained from journals and preconceived online books. In its implementation, administrative digitization in the education system in Indonesia has a significant impact. One of them is in the field of attendance, the digitization of the attendance system is a breakthrough that is very appropriate in the current era. With digital presence, school data collection has become easier. One example of application development in the field of education is "SI-PRODI" and others.

**Keywords:** digitalization; psession; innovation

### 1. Introduction

The School Digitalization Program is a new breakthrough in the world of education that takes advantage of modern technological developments in various learning processes in schools. Not only directly related to the administration but also applying technology in terms of school administration. The Minister of Education, Culture, Research and Technology (Mendikbudristek) revealed that digitalization is something that cannot be avoided at this time. Digitalization of education does not have to be solely in the background because of the pandemic. The existence of this program is expected to realize the future classroom and school infrastructure. because, no school will run without digital content and the internet later. Therefore, school digitalization is one way to improve the quality of education in the country (Ekarina, 2021 in Ridwan, et al., 2023).

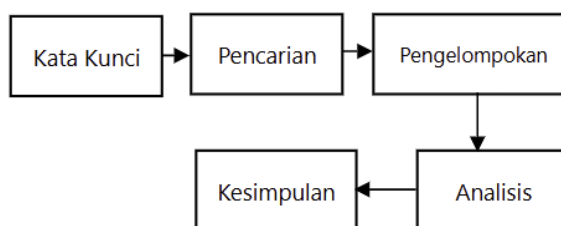
Technology has become one of the main pillars in the progress of human civilization, bringing significant changes in various aspects of life. The development of technology not only opens up new opportunities in innovation and efficiency, but also changes the way people interact, work, and think. With the digital revolution and rapid advances in artificial intelligence, the internet of things, and big data, we are in a new era where technology will play an increasingly central role in driving economic growth, improving the quality of life, and answering global challenges.

The development of technology in the field of attendance has brought a major transformation in the way of managing attendance and attendance, both in the scope of education and the world of work. By utilizing sophisticated digital systems, such as biometrics, cloud-based applications, and other artificial intelligence, the attendance process becomes more efficient, accurate, and secure. Not only does this technology help reduce errors and fraud in attendance recording, but it also allows for better data management and faster and more

informed decision-making. Thus, attendance innovation by utilizing technology is the key to increasing productivity and operational efficiency in various sectors.

## 2. Method

This study uses a systematic literature review. This research begins by establishing search keywords which then conduct data searches conducted on search engines on the internet. Based on the results of literature searches, both articles, books and the results of previous research, the data obtained was grouped based on appropriate keywords. Furthermore, the data and results obtained will be analyzed in depth. After data search, data collection, data grouping and data analysis, the data obtained will then be summarized into a concise paragraph. Here is a picture of the research model



Gambar 1. Model Penelitian

## 3. Results and Discussion

### 3.1 Result

The digitization of educational information systems continues to grow rapidly, especially after the COVID-19 pandemic that once hit the world. In general, digital transformation can be interpreted as a radical process that occurs in an organization by utilizing human resources and technology, which results in drastic changes in the organization. Digital transformation involves the use of available digital technologies, such as virtualization technology, mobile computing, and cloud computing, which are integrated with other media (J. Loonam, 2018). In addition, according to Danuri in the article Transformation of Education Digitalization during the Pandemic by maksum et al, it is also interpreted as a change in the way of working by utilizing information technology to achieve efficiency and effectiveness. This process involves implementing new technologies in daily operations to improve performance efficiency and productivity, as well as allowing organizations to adapt faster to increasingly rapid technological changes and developments. Thus, digital transformation includes not only the implementation of technology, but also fundamental changes in the way the educational environment works and approaches as a whole. In line with the maxim, Dewanti argues that school digitalization is a logical consequence of changing times, so that adaptation to master science and technology is very necessary. (Maksum & Fitria, 2021) (Dewanti, 2020)

Innovation and development of digitalization in the world of education are not limited to the learning system, but also exist in the information management system and school archive information system. Many schools have developed various kinds of technology digitization application systems in the field of educational information systems. One of the developments in the digitization of information systems is the "SI-PRODI" application. SI-PRODI is one of the

relevant examples in the field of information system digitization development. This application was developed by a team of developers from the UPI PAUD SPs study program. The documents in the early childhood education study program (PAUD Study Program) are managed through SI-PRODI. In its management, the researcher groups document files based on the features that have been developed on the PAUD Study Program website. . (Kurniati, Lestari, Aprilianti, & Febiyanti, 2021)

Apart from the information system, what is no less important to develop is in the field of school administration, by developing school administration, of course services in the field of school administration will be effective and efficient. This will certainly have a very good effect on the education system as a whole. One example of the development of digitalization of integrated web school administration of classroom financial administration. One of the results of the innovation activities carried out at SD Aisyiyah is the creation of an integrated web for classroom financial administration applications. The web incorporates various online services provided by internet providers, so its use does not require any special requirements. Only one account is required to access it, as its use is limited to certain circles. (Hadinegoro, 2021)

Another administrative aspect that is no less important is the school archives. Digitalization in this aspect will certainly have a great effect on recording and searching for archive data in schools. Archivist activities such as storage, coding, recal and others will be more effective and efficient. One of the developments in archive digitization can be seen at the Yandik Kapanewon Godean UPT which was carried out in nine schools that are still accredited "B". The participants are School Administration Personnel (TAS) or teachers who are given additional tasks by the principal to manage archives. This mentoring activity is carried out in three stages: In Service Training 1 (In-1), On The Job Training (On), and In Service Training 2 (In-2). To provide many experiences that make it easier for participants to understand the material, this assistance is carried out in a hybrid manner by applying blended learning. This method involves online learning through Zoom, WhatsApp, and Google Meet, as well as offline learning through visitation or direct visits (Isbianti, 2021)

### **3.2 Discussion**

In the context of education, digitalization is the ability to transform various perspectives and educational processes into digital forms. Technology can improve human quality, become a means of creativity for students, encourage them to think critically, improve the quality of education, and facilitate the learning process. Therefore, learning must focus on students' ability to find learning resources, solve problems, and think analytically. The challenges of education in the 21st century, which have not fully met the needs of graduates, emphasize more on competitions that only focus on cognitive aspects, thus ignoring a culture of cooperation and collaboration. In the 21st century environment rich in technology and access to information, new patterns of communication and collaboration are needed. Therefore, to succeed in the digital age, skills such as critical thinking, problem-solving, communication, and collaboration are essential. (Isma, Rahmi, & Jamin, 2021)

In today's era of information disclosure, digital literacy is very important. The ability to operate technological or digital devices has become a must, and the ability to interact in the digital world also needs to be honed. Effective and efficient communication will occur if students understand the forms of digital communication. Almost all aspects of human life now

use the internet, so the urgency of digital literacy is also increasing. It includes understanding the responsible use of digital products and utilizing data sources that can be accessed through the network. Schools as educational institutions must take advantage of technological developments appropriately, even though there are negative sides. Therefore, human resources who are able to manage technology as a learning tool are urgently needed. Technology design in education must have educational and ethical values, so that it can be used to the fullest. (Isma, Rahmi, & Jamin, 2021)

#### 4. Conclusion

The School Digitalization Program is a new breakthrough in the world of education that takes advantage of modern technological developments in various learning processes in schools. Not only directly related to the administration but also applying technology in terms of school administration. The Minister of Education, Culture, Research and Technology (Mendikbudristek) revealed that digitalization is something that cannot be avoided at this time. This study uses a systematic literature review. This research begins by establishing search keywords which then conduct data searches conducted on search engines on the internet. Based on the results of literature searches, both articles, books and the results of previous research, the data obtained was grouped based on appropriate keywords. Furthermore, the data and results obtained will be analyzed in depth. After data search, data collection, data grouping and data analysis, the data obtained will then be summarized into a concise paragraph.

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