Development of Information and Communication Technology in Student Affairs and Personnel at Mas Insan Mulia Merangin

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Abstract: The world of education and learning in Indonesia has been greatly influenced by advances in information and communication technology. These advancements are very important and have brought about major changes in how education is run and become more innovative. However, not all groups or groups are able to respond well to such developments. Therefore, to achieve the desired results, the development of information and communication technology should be achieved through the application of information and communication technology (ICT) in education. It even includes the use of ICT as educational materials, learning aids, educational facilities, competency standards, educational administration support, classroom management tools, and educational infrastructure. This research is qualitative descriptive. Interviews, documentation and observation are data collection methods. The method for analyzing data uses qualitative analysis. Data analysis includes data reduction, display, and verification. The results of this study show that MAS Insan Mulia Merangin can use information and communication technology in terms of accepting new students, reporting learning outcomes, and supervising student discipline. In the area of staffing, there is progress in employee planning and appraisal.

Keyword: ICT Development, Student Affairs, Personnel.

INTRODUCTION

Education is always changing according to the times and the demands of society. Every country's society must change to keep up with other countries, including Indonesia, as a result of globalization. The development of science and technology today is no longer a matter of years, months or days, but of hours, even minutes or seconds. This is especially true for information and communication technologies supported by electronics. Affected by various aspects of life, especially education (Jamun, 2018).

The technology used to process data is known as information technology. It involves processing, collecting, organizing, storing, and transforming data in various ways to produce quality information, which is relevant, accurate, and timely information used for individual, corporate, and governmental purposes, as well as information that is strategic for decision-making. In the late 1970s, the term "information technology" became popular. Previously, the

term was known as computer technology, electronic data processing, or EDP (Electronic Data Processing). Information technology includes hardware and software used to perform one or more data processing functions, such as capturing, sending, distorting, retrieving, manipulating, or displaying data (Indrajit, 2017). Rogers described communication technology as the hardware, organizational structures, and low values that enable people to collect, process, and share information with each other. In addition, communication technology can be defined as a technological device consisting of hardware, software, processes, and systems used to support the communication process and achieve communication goals (Andoyo & Sujarwadi 2017). According to the above definition, communication technology includes all things related to the use of tools to process and transmit data from one device to another.

Technology is an essential part of every society, so the more advanced the society, the more technology is developed and used. It is not surprising that technology has become a new virus that attacks society, especially in the field of education. It is said to be a virus because this technology easily infects all aspects of life, and anyone who rejects it will be isolated in the world (Suradji, 2018). The presence of technology also has a big impact on the user. Because technology makes information and knowledge more open and spread throughout the world, it is beneficial. In the current era of globalization, the boundaries between countries have become lighter. This is due to the fact that global access to information has increased awareness of the importance of quality human resources (Anwar, 2020). Conversely, the negative impact is that the values, norms, rules, or morals of life change, which is contrary to the values, norms, rules, or morals adopted by society (Safitri, Dkk. 2023). Therefore, technology is designed to reduce its negative effects and help humans achieve their life goals.

The development of Information and Communication Technology in Schools The rapid process of informatization due to technological advances has increasingly made the horizon of the world's life wider, and has made the world borderless. In the sense that various problems of human life become global problems or at least cannot be separated from the influence of events on other parts of the earth, whether political, economic, or social (Safitri, Dkk. 2023). In addressing problem after problem that continues to roll due to the rapid development of the world, education will provide enlightenment to the chaos of the problem. In the educational capital, people will realize their responsibility for the continuation of their lives, not only to the environment of their community and country, but also to all mankind. This increased sense of global responsibility requires quick and precise information and adequate intelligence.

Information and communication technology (ICT) has developed very quickly, and this has substantially changed the way education is run and become more innovative (Fiannisa & Nasution, 2023). One of them is for learning, where the use of technology today brings new colors to the world of education because learning is now not limited to lectures. There is great pressure on education systems in various countries for several reasons: (1) emerging technologies provide enormous opportunities to change education management and learning processes in schools, (2) the utilization of new technologies makes it possible to identify specific student learning outcomes, and (3) ICT has enormous potential to change all aspects of education in schools and in addition, students and school employees also use technology (Haryani, Dkk. 2023).

This emerging technology is a system created by humans for a specific purpose. The main purpose of these systems is to help people lighten their efforts, improve their results, and save labor and resources. Although technology has no value, its use must be regulated based on moral principles (Julia & Masyruroh, 2022). Technology is also needed in education to reach students and learners who live far away and isolated. This will help many people who have not had the opportunity to learn. Current technology aims to solve and facilitate

learning problems anywhere, anytime, and by anyone. The development of Information and Communication Technology in the Field of Student Affairs and School Personnel The development of ICT in the world of education is very important because work becomes easier with today's technology (Suradji, 2018).

The student affairs department, which is responsible for recording students from the time they are admitted to the time they leave school for reasons such as graduation, often uses technology in its work processes. The student affairs division aims to organize various activities in the student affairs field so that learning activities at school can run smoothly, orderly and regularly, and achieve the school's educational goals. To achieve these goals, the student affairs division has at least three main tasks that must be considered, namely new student admissions, learning progress activities, and discipline guidance and development. New student admissions need to be managed in such a way starting from planning to determine the school's capacity or the number of new students to be accepted, namely by reducing the capacity by the number of children who stay in class or repeat. New student admission activities are usually managed by the new student admission committee (PSB) or the new student admission committee (PMB).

However, the staffing field includes employee planning and procurement, employee coaching and development, promotions and transfers, employee dismissal, compensation, and employee evaluation (Fitriani, 2018). These employee tasks cannot be separated from today's technology. The development of the above changes, information and communication technology is an inseparable part of various aspects of human life, including the implementation of education (Suradji, 2018). In schools, ICT is used starting from simple things to make reports, compile budgets, manage student data, grades to its use in the learning process.

Employees are also called personal or employees, and they are also called personal or employees. These terms can be used consecutively in this work as they have the same meaning according to the author. School employees are all the people who work together to accomplish school tasks and achieve their goals. This consists of the principal, vice-principal, teachers, head of administration, and all administrative employees, including janitors and school guards (Rusmawati, 2020). To determine current and future staffing needs, staff planning is conducted. Complete and clear information about the tasks to be performed by the organization is necessary to make a good and appropriate staffing plan. Therefore, before making a plan, job analysis and job analysis must be carried out to obtain a job description, which is a description of what work must be done.

An objective and accurate employee appraisal system is necessary to carry out the functions established earlier. The focus of employee appraisal is the performance of each individual and their important role in the school's activities. The results of employee performance appraisals are not only important to the school but also to the employees themselves as they provide feedback on their abilities, fatigue, shortcomings and potential, which helps them determine their career goals, paths, plans and development. For schools, the results of these assessments are critical in making decisions on matters such as identifying school program needs, admitting new students, and determining appropriate career paths.

In line with that, based on the Strategic Plan (Renstra) of the Ministry of National Education in 2005-2009, to be able to provide excellent services, the development of information and communication technology must be achieved through the application of information and communication technology (Silitonga, 2019). This includes the use of ICT as educational materials, learning aids, educational facilities, competency standards, educational administration support, classroom management tools, and educational infrastructure (Adisel & Prananosa, 2020). Researchers want to look further at how ICT is developing in the field of

education, especially in the field of student affairs and staffing, in relation to the implementation of the Strategic Plan of the Ministry of National Education.

METHOD

This research is a qualitative descriptive research or research approach that aims to describe and analyze phenomena, events, social activities, attitudes, beliefs, perceptions, thoughts, and behaviors of individuals and groups (Sugiono, 2019). The data used in this research consists of written or spoken words from subjects and their behavior (Surya, 2021). The data were collected through documentation, interviews, and observations, and the data were analyzed using qualitative analysis. The process of data reduction, data display, and verification is part of the data analysis technique (Majid, 2017).

RESULTS AND DISCUSSION

SMAN 3's vision is "Realizing an innovative Islamic school with international standards." The school hopes not only to have many facilities, but also to continuously improve the learning process, activities and student achievements. MAS Insan Mulia Merangin has been trying to implement PAS since 2005 to improve the quality of education and respond to the development of a digital and technological world. One of the programs owned by the government, especially by the Directorate of High School Development, is the School Application Package (PAS). PAS helps schools provide a free administrative management program based on information technology.

MAS Insan Mulia Merangin also created an ICT (Information and Communication Technologies) team in addition to PAS. This team aims to use information and communication technology to make school administration and learning easier. The ICT coordinator is responsible for information and technology development. The information and communication technology (ICT) counselor is responsible for assisting the information and technology development process, including hardware and software. Programmers help consultants create software. Computer maintenance and repair is the responsibility of maintenance. Designers are responsible for designing binary, web and other applications.

According to the Principal of MAS Insan Mulia Merangin, the people of Merangin belong to an industrial society because of their efforts to improve the quality of education and respond to the development of information technology. Because, according to Tilaar, an industrial society is a future society that provides opportunities for human development and a society that places importance on quality, highly prioritizing competition to achieve higher quality.

MAS Insan Mulia Merangin has established several excellent programs to support the achievement of this commitment. Some of these programs are;
1. Integrated web-based school administration management.
2. All computers in the school area are connected via a Local Area Network (LAN).
3. 2 computer labs and 1 lab. Multimedia.
4. Wireless area (hot spot) free internet access.
5. International certification Microsof DAT Program.
6. SMS Give Away
7. Free e-mail account for every student and teacher.

The student affairs division uses information and communication technology to complete tasks such as attendance. Students at MAS Insan Mulia Merangin use digital attendance to know when they enter, leave and return from school. The use of digital attendance involves using an attendance machine to enter data, which is then integrated with the PAS program, and parents or guardians can find out when students attend or leave via SMS or the school website.

Upon learning of a student's absence, the school sends a confirmation message to the parents of the absent student to inquire about the reason for their absence, such as illness or other reasons. This proactive attitude shows how the school serves its customers and citizens. The above technological advantages allow students and parents to communicate with each other. In monitoring student development, the school emphasizes cooperation and synergistic relationships with parents. The school strives to create a system that is always developed (continuously evolving) and built sustainably (continuously developing) so that the output of educational processes and services is in accordance with the expectations of parents and learners and in accordance with the national education curriculum.

Staff at MAS Insan Mulia Merangin also use digital attendance, just like students. However, digital attendance is integrated directly to leaders to assess their performance, while students are integrated to parents. MAS Insan Mulia Merangin is committed to developing information and communication technology in education and employees as part of the school's commitment to prepare the nation's generation who are ready to face a technological world. The school must provide students with the knowledge and ability to use information and communication technology effectively, and provide effective services to students who use it.

CONCLUSION

There are several aspects of activities developed in the development of information and communication technology at MAS Insan Mulia Merangin, such as new student admissions, reporting of learning outcomes, and controlling student discipline. The online system is used for academic tests, new student admissions, and reporting of learning outcomes. Digital attendance connected to SMS Gateway to control student discipline. At MAS Insan Mulia Merangin, the development of information and communication technology in the field of staffing consists of several aspects of activities, one of which is employee planning. Employee needs planning includes data collection of employee biodata, attendance, absence, permission, and list of teachers.

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