SA-SAMS

WHAT SHOULD I KNOW ABOUT SA-SAMS?

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DIE VERANDERING IN ONDERWYS
THE CHANGE IN EDUCATION

WEBINAR ARRANGEMENTS

- ❖ **Q&A Session after Webinar content**
- ❖ **Type questions in the question bar, or jot it down**
- ❖ **E-mail me (contact details in Chat & later in presentation)**

- ❖ **Load-shedding:**
- ❖ **If you lose us, use the MSM (material available 1-2 days after Webinar)**

- ❖ **Need information right now?**
- ❖ **Grab the screen & paste in a Word document (Print Screen keyboard button), use the Snip Tool, Snip & Sketch tool, or take a picture with your phone**

- ❖ **Expecting training on specific SA-SAMS modules?**
- ❖ **I'm sorry - no, not yet. Focused training will follow soon, if made possible.**

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CONTENT TO BE COVERED

- ❖ **Non-Educators and SAOU membership**
- ❖ **What is SA-SAMS?**
- ❖ **DDD, LURITS, EOS & Valistractor**
- ❖ **SA-SAMS vs. SAMS**
- ❖ **Purpose of SA-SAMS**
- ❖ **SA-SAMS Patches**
- ❖ **Advantages of SA-SAMS**
- ❖ **Disadvantages of SA-SAMS**
- ❖ **Potential Pitfalls & Tips**
- ❖ **Current Role-Players**
- ❖ **Other Pitfalls & Tips**
- ❖ **Know your Network (Client-Client vs. Client-Server)**
- ❖ **SA-SAMS and POPIA**
- ❖ **SA-SAMS Support Forums**
- ❖ **Contact Information**

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❖ **Elephants in the room...**

NON-EDUCATORS AND SAOU MEMBERSHIP

❖ **NB: Admin Staff, other Non-Educators and Students can be members of SAOU**

❖ **What you get:**
❖ **All member benefits (professional assistance, advice, accurate information, etc.)**
❖ **Free access to the online MSM Portal (Manuals for School Management)**
❖ **Free access to SAOU initiated Webinar material.**

❖ **Link:**
https://www.saou.co.za/become-a-member

❖ **NB: Don't get left out in the cold when you need a proper Union!**

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WHAT IS SA-SAMS?

- ❖ **Acronym: South African School Administration and Management System (assist schools with internal admin, management and governance needs)**

- ❖ **Microsoft Windows-based application (runs on Windows XP, Vista, 7/8/8.1/10) (dependencies of e.g. Errors, Omissions & Submissions tool, Valistractor, etc. will vary)**

- ❖ **Electronically integrated application (links school processes to an Information Technology based solution)**

- ❖ **Database-driven solution (front-end: user interface/application | back-end: database) Microsoft Access Database ⇐ DB**

- ❖ **Development and Support: Developed and implemented in joint partnership between DBE, SITA (State Information Technology Agency), PEDs (Provincial Education Departments), Districts and Schools**

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❖ **DDD** Acronym: **Data Driven Districts (Triple-D Dashboard)**
✓ **Data collected in Provincial EMIS Data Warehouses (9 Provinces)**
✓ **Dashboard for Schools, Circuits, Districts, Provinces, etc. to draw various, useful reports**
✓ **Contact your PED for application form and access, or visit: https://dbedashboard.co.za**

❖ **LURITS** Acronym: **Learner Unit Record Information and Tracking System**
✓ **National Warehouse (LURITS Numbers assigned: unique identifiers for e.g. SA Citizens, Immigrants, Asylum Seekers ← ID Numbers proved inadequate**
✓ **National Tracking of Learners, Educators & Non-Educators (in which province, attending school/dropped out, transferred, resigned, deceased, etc.)**
✓ **Stringent validation of actual data vs. person**
✓ **Feedback files: School DB ← LURITS Numbers**

❖ **EOS** Acronym: **Errors, Omissions & Submissions tool**
✓ **Developed by Free State EMIS (useful error & omissions reporting)**
✓ **Other provinces using it, should not attempt to submit their SA-SAMS DBs with this**
✓ **Requires Microsoft Access Database Engine → Microsoft Access DB (Database) Architecture: x86 (32-bit) | x64 (64-bit) ← version of Microsoft Office dependent**

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- ❖ **Valistractor: Not an acronym**
- ✓ **Developed by The Michael & Susan Dell Foundation, a charitable, non-profit, private foundation established by the Dell family**
- ✓ **Not affiliated with Dell computer equipment**
- ✓ **Charitable work mainly in US, South Africa and India**
- ✓ **Validates data on SA-SAMS prior to online submission**
- ✓ **Requires Microsoft .NET Framework 3.5 SP1 (Service Pack 1).**

- ❖ **Other Provincial Tools**
- ✓ **Acknowledged**
- ✓ **If your Provincial Policy instructs you to use, do so.**

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SA-SAMS VS. SAMS

- ❖ **SA-SAMS = SAMS**, but **SAMS ≠ SA-SAMS**

- ❖ **SA Government Gazette No. 38223 (21 November 2014)**
  Paragraph 10: "This policy calls for provision of a School Administration System (SAMS) in every institution providing basic education."

- ❖ **SAMS: School Administration and Management System**
  (Includes third-party developed solutions, e.g. EDUPAC, SASPAC ERP, d6+ Management System, DISA [reporting and additional modules], etc.)

- ❖ **Third-party solutions allowed, but must comply with policy, legal framework and LURITS**

- ❖ **SA-SAMS: South African School Administration and Management System**
  (Already mentioned: joint partnership between DBE, SITA, PEDs, Districts and Schools)

- ❖ **Essential that a school has a proper, well supported administration & management system.**

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PURPOSE OF SA-SAMS

- ❖ Collects schools' Grade R-12 data for LURITS (Learner Unit Record Information and Tracking System) and DDD (Data Driven Districts) Dashboard
- ❖ Uniform standard for capturing school-related data (pestering by Districts)
- ❖ Captured data stored in a database, for convenient retrieval
- ❖ Uniform standard for data analysis and reporting options at school and PED levels
- ❖ Essential for effective decision-making
- ❖ DQA (Data Quality Assurance) | Audits by Auditor General
- ❖ Adhere to Standard Operations & Procedures (PED should have those)
- ❖ Tip: 16.19. System: Errors and Omissions | Free State Errors, Omissions & Submissions | Valistractor | Beware: DQA not enforced 100%
- ❖ NB: don't take shortcuts | principle: garbage in, garbage out!

- ❖ Collects data from schools for effective decision-making and reporting, used at:
- ✓ School
  (reporting on and monitoring of learner results and progress, attendance [learners, educators and non-educators], budget allocation, post provisioning, departmental workbooks, educator qualifications & SACE membership, ANA school paper totals, etc.)

- ✓ Provincial Level, National Level (DBE) and in Parliament

SA-SAMS PATCHES

❖ **What are SA-SAMS patches exactly?**

❖ **Updates implemented in SA-SAMS to:**
✓ **Enhance (add onto) existing functionality of the various modules;**
✓ **Add new modules, as applicable;**
✓ **Implement/adjust policy and legislation requirements;**
✓ **Remedy errors in the software and/or in the school's database**

Examples: implement annual School-Based Assessment Programme changes, new School Terms, new absentee reasons (COVID), new Subjects (e.g. Robotics), cater for EEI (Education Employment Initiative) project employees, etc.

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ADVANTAGES OF SA-SAMS

- ❖ Provided free of charge to South African Schools (Private Schools included)
- ❖ **NB: Take note of the potential pitfalls – discussion later herein.**
- ❖ Data is stored in a database, for convenient retrieval, manipulation & reporting
- ❖ Various modules available for schools to use
- ❖ Updated with the latest policy and legal requirements
- ❖ Assists schools with surveys, e.g. 10th Day Statistics, Quarterly Attendance, AAPR (Annual Academic Performance Report, etc.)
- ❖ Button-interface, as opposed to menu-driven interface (generally more user-friendly vs. usually more difficult to navigate)
- ❖ Provides a uniform standard (reporting to Districts and PEDs → further on)
- ❖ Direct LURITS integration.

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DISADVANTAGES OF SA-SAMS

- ❖ **CAPS vs. other Curricula (Private Schools)**
- ❖ **Patches not released on time, and as frequently as in the past**
- ❖ **Unclear deadlines and terrible communication between DBE (EMIS Directorate) and PEDs on software development process and progress.**
- ❖ **Exceeding of initial communicated ETA (estimated time of arrival) on patches → tremendous pressure on school-based staff at Term-End**

- ❖ **CIRCULAR E7 OF 2021 : MR. HM Mweli : Background & apology (late, but commendable)**
- ✓ **SAOU intervened and assisted**
- ✓ **DBE Future Strategy?**

- ❖ **Parents aren't always familiar with the processes and can view the school staff as incompetent. Communicate affectively with your parents!**

- ❖ **Paid-for third-party solutions often provide better technical support, and may be much more enhanced, e.g. integrated bulk SMS, integrated bulk e-mail, smart device capable (phones, tablets, Smart TVs, etc.), teacher and principal signatures on progress reports, more customisable data export and reporting functionality, etc.**

- ❖ **Technical support by PED EMIS Staff not always that good (often ill-equipped)**

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POTENTIAL PITFALLS & TIPS

"Give someone a fish and you feed him/her for a day; teach someone to fish and you feed him/her for a lifetime." Now, teach your entire village to fish!

❖ **If only one or two persons at school are capturing everything on SA-SAMS… YOU'RE DOING IT WRONG!**
✓ **People go on pension, resign, fall ill, accidents happen, etc.**
✓ **<u>Potential</u> HODs, Deputy Principals, Principals are deprived of promotion opportunities**

❖ **Shortcuts (e.g. capturing skeletal data or fictitious data)**
❖ **Diary/Book of entries that require attention/follow-up**
❖ **Term-End Syndrome, Year-End Syndrome & COVID isn't helping**
✓ **Mutual respect works both ways and it goes a long way**
✓ **Develop: "Let's fix this" mentality vs. "Whose fault was it?"**

✓ **Ensure sufficient people are trained in SA-SAMS**
✓ **SA-SAMS → several people | (e.g. Subject Validation → at least 2-3 per Phase)**
✓ **Use the Module 16.13. Maintain Marks Capturing Security**
✓ **Let them assist, but don't overburden dedicated IT Staff and Admin Staff**
✓ **Golden rule: physical tasks migrate to SA-SAMS ← same functionaries**
✓ **Keep Principal and relevant SMT members in the loop of crucial developments**
❖ **NB: Backup your database often, on removable media and to the Cloud.**

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CURRENT ROLE-PLAYERS

❖ **Educators & Admin Staff (internal SA-SAMS Committee/Forum)**

❖ **PED EMIS Section, Subject Advisors, HR, various other sections & HoD ← Legislation, Policy (Provincial & National)**

❖ **National: EMIS Directorate, HR, Curriculum, SITA, LURITS, DDD, Unions, Union Rep, etc.**

❖ **EMIS Directorate: Project Manager, 2 x Helpdesk Support**
✓ **No access to SA-SAMS source code! ← SITA**
✓ **No people dedicated to update manuals and training resources**
✓ **Inadequate Human Resources for the task**

✓ **SITA: one supporting developer (no Education background & not dedicated to DBE only)**
✓ **Education is a crucial National Department, deserving better**

❑ **The Magic Wand-Waving Brigade:**
   Lacking representation of Educators and Admin Staff at National, decision-taking level

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OTHER PITFALLS & TIPS

TREAD CAREFULLY/BEWARE:

❖ **NB: Wi-Fi Network Connectivity NOT GOOD for Microsoft Access Database transactions!**
✓ **Exorbitant, recurring license fees for third-party solutions (research prior to committing)**
✓ **Exorbitant technical support charges**
✓ **SLA (Service-Level Agreements) – research | 3 x quotations| read the fine print | escalation**

✓ **Explore Remote Desktop Support options, e.g. AnyDesk, TeamViewer, etc.**
   (much cheaper support costs | licensing normally free if not used for commercial purposes)
✓ **Keep a close eye on the screen**
✓ **Be wary of providing unattended access to your system**

✓ **Contractors and service providers report to the office, on appointment, during school hours**
✓ **After hours, ensure a responsible school employee is present at all times**

✓ **Avoid conflicts of interest (e.g. suppliers with ties to any SGB Members or employees)**
✓ **Do not steamroller decisions to procure products or services (without proper research)**

✓ **Ensure sufficient people are trained:**
   Basic IT skillset → one per section (Admin, FP, IP, SP, FETP, etc.)
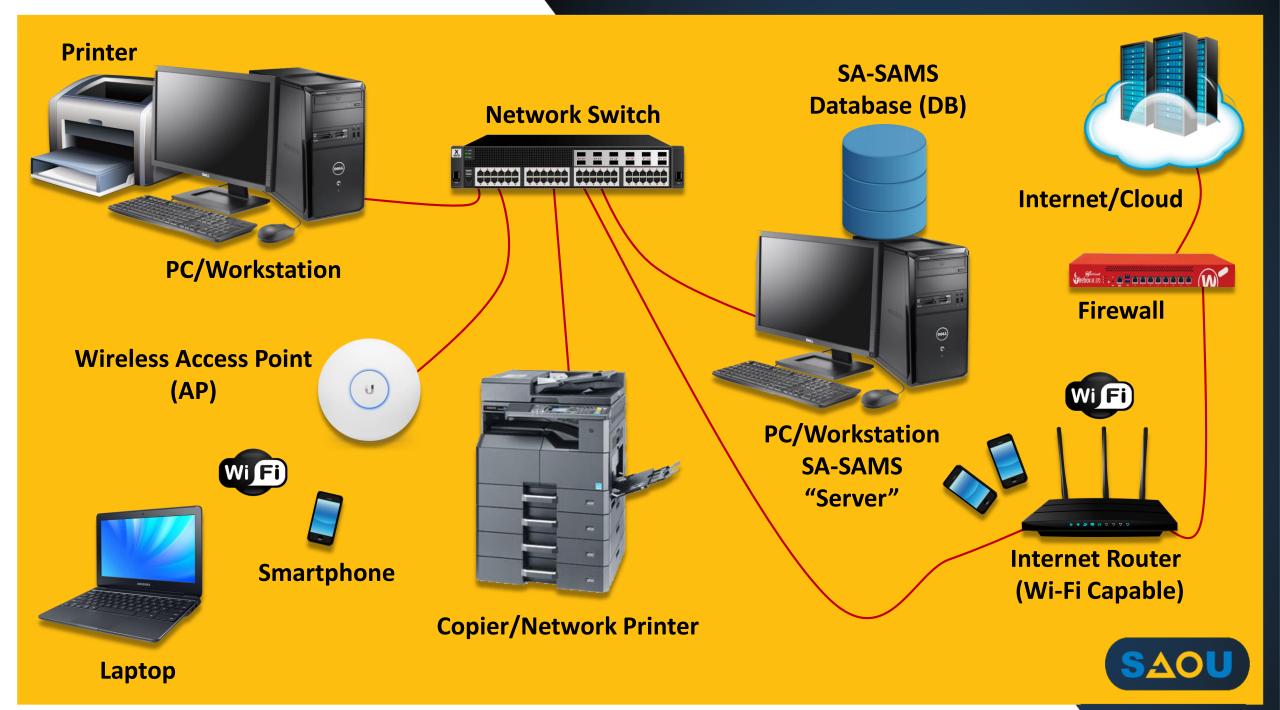
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KNOW YOUR NETWORK

❖ **So, when it comes to SA-SAMS, knowing basic IT stuff is somebody else's problem, right?**
   Not entirely correct!
   You don't need to be an IT specialist to know the basic ins-and-out of your IT network

❖ **If you require assistance or technical support:**

✓ Always try contacting your PED EMIS Section first for technical support
✓ Make a screenshot or take a picture of any error messages beforehand
✓ Know the basics or have someone near the phone that does
✓ Know where your SA-SAMS Server is located and that it is accessible
✓ Know what type of network you have
✓ Don't waste your own, or the school's money, with long calls (landline vs. mobile calls)
✓ Don't postpone obtaining technical support and don't waste your support person's time
✓ Similarly: if you render support, don't waste the time of the person that you're supporting
   Global truth: people don't like people wasting their time and will avoid them at all costs.
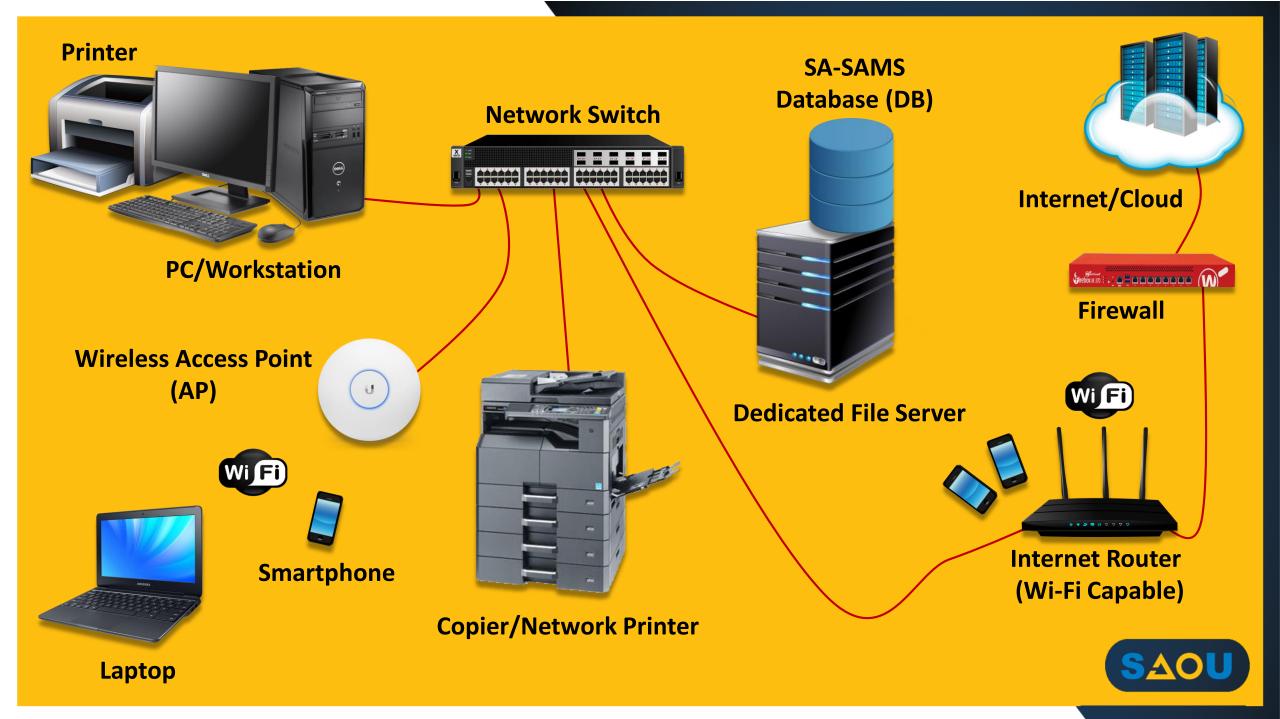
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CLIENT-CLIENT NETWORK (PEER-TO-PEER)

Printer

PC/Workstation

Network Switch

SA-SAMS Database (DB)

Internet/Cloud

Firewall

Wireless Access Point (AP)

Wi Fi

Smartphone

Copier/Network Printer

PC/Workstation SA-SAMS "Server"

Wi Fi

Internet Router (Wi-Fi Capable)

Laptop

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CLIENT-SERVER NETWORK

Printer

PC/Workstation

Network Switch

SA-SAMS Database (DB)

Internet/Cloud

Firewall

Wireless Access Point (AP)

Dedicated File Server

Wi-Fi

Wi-Fi

Smartphone

Copier/Network Printer

Internet Router (Wi-Fi Capable)

Laptop

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SA-SAMS AND POPIA

❖ **Great Webinar presented by SAOU on 2021/06/08, titled, "The Principal as Information Manager and the POPI Act Confirmation", as presented by Mr. Stephan van den Berg. Check it out on MSM.**

❖ **I'm no Legal expert**
❖ **POPIA is effective 1 July 2021, after 12-month grace-period expires**
❖ **POPIA implementation is extensive**
❖ **Delicate balance between POPIA (Protection of Personal Information Act) and PAIA (Promotion of Access to Information Act)**

❖ **Principals cannot do it alone → Deputy Information Officers**
❖ **No dumping ground for Principals – remain the accountable Officer**
❖ **Institution-based Information Officers predated 2020/07/01, when POPIA came into effect**

❖ **DBE strategy → remains silent**
❖ **DBE is an Operator, as defined in the Act**
❖ **Some sort of agreement will need to be in place**
❖ **Collection, disclosure of data used and intended purpose**
❖ **Minimal Information: not the case (entire database)**
❖ **Excessive use of Personal Information and Special Personal Information**

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❖ **Concerns: Home Affairs and other Government Departments & third-parties, sharing or with access to schools' data**

✓ **Data-leaks: How will accountability be determined? School remains Primary Operator.**

✓ **Full effect and DBE implementation remains to be seen.**

❖ **SA Schools Act Section 59 (2) vs. POPIA Section 11 (imposed by law)**

✓ **Lawful not necessarily equal reasonable!**

✓ **Implement as reasonably required by POPIA**

✓ **Register Information Officer and Deputy Information Officers**

❖ **SA-SAMS submissions – unclear (exact use of encryption during transmission)**

❖ **Ask your PED EMIS Section how they'll be dealing with POPIA, in writing**

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❖ <u>More on the IT side of things</u>:

❖ **Perform a proper, formal Risk Analysis/Assessment (in writing)**
❖ **IT and Communication not separated entities anymore**
❖ **ICT = Information and Communication Technology**
❖ **Get your ICT Policy and ICT Disaster Recovery Plans in place**
❖ **Secure access to server hosting SA-SAMS database (physical and electronic)**
❖ **Cloud Backup in place e.g. Dropbox, Sync.com, Microsoft OneDrive, Google Drive, etc.**
❖ **SA-SAMS and AD DS/Linux server usernames and passwords**
❖ **Do <u>NOT</u> share credentials**
❖ **Obtain support from PED EMIS Section**
❖ **Network Security (open Wi-Fi, unattended offices, etc.)**
❖ **Learner Access (especially High Schools)**
❖ **VPN (Virtual Private Networks) – valid certificate for each encrypted connection**
❖ **Remote Desktop sessions**
❖ **Secure reports with sensitive data (personal information & special personal information)**
❖ **Secure retention and disposal of reports**
❖ **Paper Recycling: shred first or agreement in place with service provider**
❖ **Technical support and other Operators – written agreement in place.**

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❖ **Educators and Admin Staff not heard (School, Circuit, District, etc.)**

❖ <u>**Suggestions/Recommendations:**</u>
✓ **Provincial & National Support Forum for Educators and Admin Staff**

✓ **Website & Forum to be discussed with SAOU (tread careful)**
   Will be for SA-SAMS, LURITS & DDD; not to promote third-party solutions
   Volunteers with other real-time, real-life commitments
   Respect the person's work hours (if full-time employed/busy), after-hours and family time
   (your priority might be your #1, but not necessarily another person's).

✓ **Online portal for registering needs and following up status and/or on progress made**

✓ **DQA and Beta Testing**

✓ **Liaison with other role-players.**

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CONTACT INFORMATION

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❖ **Contact your Provincial Education Department**

❖ **Contact me:**

Sarel JJ Klokow
WhatsApp text only as reminder, not for questions, please. I cannot receive calls at this number. Mobile Number: 084 811 3288 sasamsforum@gmail.com

❖ **If all else fails, contact your Union for PED contact details.**

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