

File no.: 24/2/2/1
Reference: 20240304-2159

Knowledge and Information Management Minute: 0005/2024

To: Deputy Directors-General, Chief Directors, Directors, Heads of subdirectorates and sections at Head Office and district offices, and Principals

Subject: Microsoft Schools' Agreement 2021–2025 software distribution

1. The Microsoft Schools' Agreement allows ordinary public and subsidised independent schools access to the Windows Operating Software and Microsoft Office Application packages.
2. The increased software package size necessitated a change in the delivery method and the use of DVDs for distribution will no longer be available.
3. Schools may download the software via the WCGSCHOOLS network using the attached guide (Annexure A).
4. The facility is hosted and maintained by the Schools' IT Helpdesk and will provide assistance via:
 - Telephone: 021 8344690 or 021 900 7123 on WhatsApp (text only)
 - Email: SchoolsIT.ServiceDesk@westerncape.gov.za
5. The deployment of the Microsoft licences will be phased in over the licence period and principals are reminded that they are responsible for the safekeeping of the software and licence keys which will expire on 30 June 2025.
6. Please bring the content of this minute to the attention of all relevant personnel.

SIGNED: MS ABRAHAMS

DEPUTY DIRECTOR-GENERAL: EDUCATION PLANNING

DATE: 2024-03-28