

**ST. LOUIS SCHOOL ANNUAL PLAN 2019-2020****SUBJECT / TEAM****I.T. TEAM****(I) Aims**

1. Cultivating IT usage culture among students and teachers
2. Working efficiency can be improved via computerization.

(II) Situational Analysis**(a) Strengths**

1. IT policy to staff and students had been enforced properly to provide high security to all parties.
2. Team members and IT technicians have high initiative, experience and skills in coordinating IT Project, offering appropriate IT services and technical support to students, teachers and administrators.
3. Different grade of servers was installed to cater for various kind of services to students, teachers and administrators.
4. Most of the administrating and management work had been computerized. With our strong network infrastructure, data retrieval and resources management can be done via school intranet and Internet.
5. Wireless access is available in the school campus. Mobile devices are available to students to read the books and watch videos to learn at School Library.

(b) Weaknesses

1. IT facilities in classrooms are not standardized (e.g. visualizers, OS)

(c) Opportunities

1. Most teachers are aware of the importance using computer facilities on teaching.
2. WIFI can be accessed within the whole campus.
3. Some young teachers are willing to use more mobile devices to run interactive learning.

(d) Threats

1. We are facing different cybersecurity threats including phishing, DDOS, data breach, ransomware and various system vulnerabilities. It is essential to seek help from professional bodies.

(III) Highlight

- (a) We have purchased 100 iPads to support mobile learning and so teachers may deliver interactive lessons more easily with the help of iPads and pedagogical apps.
- (b) Enhancement of Wifi infra-structure is completed. (wifi900)

(IV) Short Term Direction

- (a) Provide wireless coverage to support mobile learning in the classrooms such that teachers can then integrate iPads into their teachings. Learners' creativity, critical thinking, collaboration and communication skills can be developed.
- (b) Obsolete equipment will be replaced such that teaching efficiency can be enhanced.

(V) Areas of Concern

1. Major Concern 1: _____

Program title (1): _____

Targets	Strategies	Success Criteria	Methods of Evaluation	Time Scale	Person in charge	Resources Required

2. Major Concern 2: _____

Program title (1): _____

Targets	Strategies	Success Criteria	Methods of Evaluation	Time Scale	Person in charge	Resources Required

--	--	--	--	--	--	--

(VI) Other panel-based / team-based concerns:

Program title (1): _____

Targets	Strategies	Success Criteria	Methods of Evaluation	Time Scale	Person in charge	Resources Required

(VII) Provisional Scheme of work

Month	Events	PIC / VPIC
Sept 2019	eClass intreyear processing and new year setting including new account setting, calendar, subject, classroom, class teacher, house, smartcard, parents' accounts, library accounts Digital Phototaking, student and staff card production IT-monitor training Training to new teachers (eClass email & classroom) Swimming Gala eClass setting HKDSE registration of candidates Student list for JUPAS, E-app SAA JCE membership registration	KSY/TCF/IT Technicians
Oct 2019	EDB STIM student survey EDB STIM reporting of student left EDB subject survey EDB survey on senior secondary subject information	KSY
Nov 2019	Processing of Microsoft EES Purchasing of application server Purchasing of photographic equipments	KSY/IT Technicians

Dec 2019	Exam roster Training to new teachers (WebSAMS)	KSY
Jan 2020	Sports Day system operating for the event IT support for Talent Time	IT Technicians/TCF KSY
Feb 2020	Replacement of computers in office and special rooms	IT Technicians
Mar 2020	SRR for Jupas, E-App S2 STEM project	KSY KSY/WCK
Apr 2020	Replacement of computers in classrooms Replacement of visualizers in classrooms Replacement of projectors in classrooms	IT Technicians
May 2020	Purchasing of document scanner	KSY
Jun 2020	Purchasing of mobile campus TV	KSY
Jul 2020		
Aug 2020	New S1 Student list compilation (class list, house, regno and pps setting) S1 to S6 class and subject streaming compilation WebSAMS interyear processing (calendar setting, students' departure) Accounts setting for various systems (Google, Hkedcity, iClass) Staff substitution system, Playground Patrol system New staff training System setting for resources booking in eClass Temp cards for S1 students	KSY/IT Technicians

(VIII) Budget and Other Resources

	Amount
EXPENDITURE	
A. General Panel / Team-based budget	
A1. Internet connection - 200M	15,600
A2. Consumables, SMS and Staff cards	30,000
A3. Annual Maintenance (\$30,000)	30,000
A4. WiFi900 yearly subscription (\$29,536)	29,536
A5. Renewal of Office license EES (\$25,000)	25,000
A6. eClass Parent & Teacher App (\$22,550)	22,550
A7. Cabling (\$45,000)	45,000
A8. Replacement of equipment (UPS), software & system, purchase of services (\$100,000 \$120,000)	120,000
A9. Hardware and software supporting e-Learning (\$100,000 \$30,000)	30,000
A10. Accessories (\$20,000)	20,000
Specific I.T. Equipment to be replaced/installed	
A11. Replacement of computer systems (x10) in classrooms	50,000
A12. Replacement of computer systems (x10) in office and special rooms	50,000
A13. Replacement of projectors (x12) in classrooms	42,000
A14. Replacement of visualizers (x12) in classrooms	42,000
A15. Document scanner	50,000
Sub-total (A) =	601,686
B. CEG	

	Sub-total (B) =	0
C. Furniture and Equipment (F & E)		
C1. Photographic equipment		10,000
	Sub-total (C) =	10,000
D. DLG		
	Sub-total (D) =	0
E. Reading Grant		
	Sub-total (E) =	0
F. Life Wide Learning Grant (LWLG)		
	Sub-total (F) =	0
G. Budget of items using other specific grant from EDB* :		
*Chinese History, NCS or Student Support grant		
G1. Recurrent Grant for Enhancement WiFi Infrastructure		66,740
	Sub-total (G) =	66,740
H. Other Resources		
	Sub-total (H) =	
	Total Expenditure =	678,426

(IX) Members

IT coordinator: Mr. Kwok Sheung Yin Dominic
IT teacher: Mr. Wan Chi Kong Rigas, Miss Cheung Yik Lam Gloria, Mr. Tsoi Chun Fung
IT support: Mr. Ng Chun Ho Max, Mr. Yung Ka Hang Jonathan