

**Immaculate Heart of Mary College**  
**Plan for use of the Information Technology Staffing Support Grant (ITSSG) (2017 - 2018)**

Item	Income	Expenses	Balance
1. ITSSG received 2017-2018	\$300,000.00		
2. IT Staff		\$215,182.80	
3. Technical Support Service (TSS)		\$81,825.00	
Total:	\$300,000.00	\$297,007.80	\$2992.20

***Information Technology Staff***

<b>Major Area(s) of Concern</b>	<ul style="list-style-type: none"> <li>• Provide technical support on the school web pages, eLearning activities and STEM related lesson activities</li> <li>• Support school multimedia production</li> <li>• Support daily use of IT facilities</li> <li>• Maintain the IT infrastructure at school (especially eClass and ESDA)</li> <li>• Provide technical support in school activities</li> <li>• Handle the technical parts of the ePayment System.</li> </ul>
<b>Strategies / Tasks</b>	Employing a full time IT support assistant
<b>Benefits Anticipated</b>	<ul style="list-style-type: none"> <li>• Teachers can apply IT in teaching and learning more effectively</li> <li>• Teachers can have better support in STEM related lesson activities</li> <li>• Teachers in IT Team can be more concentrated in teaching</li> </ul>
<b>Time Scale</b>	1 September 2017 to 31 August 2018
<b>Resources Required</b>	\$215,182.80
<b>Success Criteria</b>	<ul style="list-style-type: none"> <li>• School web pages are updated approximately once a week</li> <li>• Failure of each server / system (downtime more than half school day) not exceeding 2 times a year</li> <li>• Daily operation of the ePayment System is completed</li> <li>• School promotion video and the School activities highlights are in good quality</li> </ul>
<b>Method(s) of Evaluation</b>	<ul style="list-style-type: none"> <li>• Inspect the school web pages</li> <li>• Check the server logs and the ePayment system</li> <li>• Check the video produced</li> </ul>
<b>People Responsible</b>	Mr. Lei Wing Kuen and Mr. Shum Chun Yin

***Information Technology Technician – Technical Support Service (TSS)***

<b>Major Area(s) of Concern</b>	<ul style="list-style-type: none"> <li>• Support daily use of IT facilities</li> <li>• Maintain the IT systems and network security</li> <li>• Maintain the IT infrastructure at school (especially WEBSAMS, web server, domain servers, file servers and networking equipment)</li> <li>• Offer consultation on the use of IT hardware and software</li> <li>• Provide technical support in school activities</li> <li>• Support the implementation of IT development projects</li> </ul>
<b>Strategies / Tasks</b>	Employing a full time technical support staff
<b>Benefits Anticipated</b>	<ul style="list-style-type: none"> <li>• Minimize the data loss and system failure</li> <li>• Develop a more comprehensive IT environment to support learning and teaching</li> </ul>
<b>Time Scale</b>	1 September 2017 to 31 August 2018 (Saturday - 0900-1200 every week)
<b>Resources Required</b>	\$81,825.00
<b>Success Criteria</b>	<ul style="list-style-type: none"> <li>• Failure of each server / system (downtime more than half school day) not exceeding 2 times a year</li> <li>• Network failure (downtime more than half school day) not exceeding 3 times a year</li> <li>• Planned IT development projects are completed on time</li> </ul>
<b>Method(s) of Evaluation</b>	<ul style="list-style-type: none"> <li>• Check the downtime record of school network.</li> <li>• Check the progress of the projects</li> <li>• Check the setting of IT systems</li> <li>• Check the server logs</li> </ul>
<b>People Responsible</b>	Mr. Lei Wing Kuen & Mr. Shum Chun Yin