

**Immaculate Heart of Mary College**  
**Plan for the use of Information Technology Staffing Support Grant (ITSSG) (2018-2019)**

**Information Technology Assistant (ITA)**

<b>Major Area(s) of Concern</b>	<ul style="list-style-type: none"> <li>• Provide technical support on the school web pages and e-learning activities</li> <li>• Support school multimedia production and daily use of IT facilities</li> <li>• Maintain the IT infrastructure at school (especially ESDA, WEBSAMS, eClass, and web server)</li> <li>• Provide technical support in school activities</li> <li>• Provide technical support in eAttendance, Parent / Teacher / Student App and 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 in IT Team can be more concentrated in teaching</li> </ul>
<b>Time Scale</b>	1 September 2018 to 31 August 2019
<b>Resources Required</b>	\$210,000
<b>Success Criteria</b>	<ul style="list-style-type: none"> <li>• School web pages are updated approximately twice a month</li> <li>• Failure of each server / system (downtime more than half school day) not exceeding 2 times a year</li> <li>• School promotion video and the activities highlights are in good quality</li> <li>• Daily operation of the eAttendance and ePayment System is completed</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, eAttendance and ePayment system</li> <li>• Check the photos and videos 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 school network, network security and the IT infrastructure at school (domain servers, file server, print server 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 &amp; teaching</li> </ul>
<b>Time Scale</b>	1 September 2018 to 31 August 2019
<b>Resources Required</b>	\$203,580
<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