

Immaculate Heart of Mary College
Report on use of Information Technology Staffing Support Grant (ITSSG) (2018-2019)

Item	Income	Expenses	Balance
1. Balance B/F	\$38,763.80		
2. ITSSG received	\$307,200.00		
3. IT Assistant Salary		\$239,778.00	
4. Technical Support Service		\$101,790.00	
Total:	\$345,963.80	\$341,568.00	\$4,395.80

Information Technology Assistant (ITA)

Major Area(s) of Concern	<ul style="list-style-type: none"> • Provide technical support on the school web pages and e-learning activities • Support school multimedia production and daily use of IT facilities • Maintain the IT infrastructure at school (especially ESDA, WEBSAMS, eClass, and web server) • Provide technical support in school activities • Provide technical support in eAttendance, Parent / Teacher / Student App and ePayment System.
Strategies / Tasks	Employing a full time IT support assistant
Benefits Anticipated	<ul style="list-style-type: none"> • Teachers can apply IT in teaching and learning more effectively • Teachers in IT Team can concentrate in teaching
Time Scale	1 September 2018 to 31 August 2019
Expenses	\$239,778.00
Success Criteria	<ul style="list-style-type: none"> • School web pages are updated approximately twice a month • Failure of each server / system (downtime more than half school day) not exceeding 2 times a year • School promotion video and the activities highlights are in good quality • Daily operation of the eAttendance and ePayment System is completed
Evaluation	<ul style="list-style-type: none"> • The school webpage was updated and well maintained without downtime. • Existing servers were well maintained and one failure happened during the year. • Daily ePayment transactions were handled successfully, which reduced the workload of the Team. • Videos produced were in good quality
People Responsible	Mr. Lei Wing Kuen and Mr. Shum Chun Yin

Information Technology Technician – Technical Support Service (TSS)

Major Area(s) of Concern	<ul style="list-style-type: none"> • Support daily use of IT facilities • Maintain the school network, network security and the IT infrastructure at school (domain servers, file server, print server and networking equipment) • Offer consultation on the use of IT hardware and software • Provide technical support in school activities • Support the implementation of IT development projects
Strategies / Tasks	Employing a full time technical support staff
Benefits Anticipated	<ul style="list-style-type: none"> • Minimize the data loss and system failure • Develop a more comprehensive IT environment to support learning & teaching
Time Scale	1 September 2018 to 31 August 2019
Expenses	\$101,790.00
Success Criteria	<ul style="list-style-type: none"> • Failure of each server / system (downtime more than half school day) not exceeding 2 times a year • Network failure (downtime more than half school day) not exceeding 3 times a year • Planned IT development projects are completed on time
Evaluation	<ul style="list-style-type: none"> • School network was well-maintained with zero failure this year • Settings of IT systems were correct and server logs were normal. • Planned IT development projects were completed on time.
People Responsible	Mr. Lei Wing Kuen & Mr. Shum Chun Yin