

Immaculate Heart of Mary College
Plan on use of Information Technology Staffing Support Grant (ITSSG) (2019 - 2020)

No.	Item	Income	Expenses	Balance
1	Grant c/f	\$4,395.80		
2	Grant Received	\$317,338.00		
3	Employ a IT Technician		\$268,833.60	
4	Employ a IT Assistant		\$40,320.00	
	Total:	\$321,733.80	\$309,153.60	\$12,580.20

Information Technology Technician

Major Area(s) of Concern	<ul style="list-style-type: none"> • Provide technical support on the school web pages and e-learning activities • Maintain the school network and network security • Support school multimedia production • Support daily use of IT facilities • Maintain the IT infrastructure at school (especially ESDA, WEBSAMS, eClass, and web server) • Provide technical support in school activities and eClass platform
Strategies / Tasks	Employing a full time IT Technician
Benefits Anticipated	<ul style="list-style-type: none"> • Teachers can apply IT in teaching and learning more effectively • Teachers in IT Team can concentrate better in teaching
Time Scale	2 September 2019 to 31 August 2020
Resources Required	\$268,833.60
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
Method(s) of Evaluation	<ul style="list-style-type: none"> • Inspect the school web pages • Check the server logs, eAttendance and ePayment system • Check the photos and videos produced
People Responsible	Mr. Lei Wing Kuen and Mr. Shum Chun Yin

Information Technology Assistant

Major Area(s) of Concern	<ul style="list-style-type: none"> • Support daily use of IT facilities and multimedia production • Support the implementation of e-learning • Support the maintenance of network security • Maintain the IT infrastructure at school (especially iClass) • Provide technical support in school activities • Manage the Computer Room (110) and MMLC after school • Support the implementation of IT development projects
Strategies / Tasks	Employing a full time IT assistant
Benefits Anticipated	<ul style="list-style-type: none"> • Minimize the data loss and system failure • Develop a more comprehensive IT environment to support learning and teaching
Time Scale	1 September 2019 to 31 August 2020
Resources Required	\$12,800 x 1.05 x 3 months = \$40,320.00
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 • eLearning activities are implemented
Method(s) of Evaluation	<ul style="list-style-type: none"> • Check the downtime record of school network • Check the progress of the projects • Check the setting of IT systems and server logs • Observation and iPad booking records
People Responsible	Mr. Lei Wing Kuen & Mr. Shum Chun Yin