10. IT in Education   **Mrs. CP Ho**

The School adopts a whole-school approach to implement the IT in Education programme. The IT Coordinating Team collaborates with all subject department heads, the IT in Education Team and the Staff Development Team to develop and implement the school IT plan.

IT in Education Team

The IT in Education Team comprises Mr. HC Chan, the Team Coordinator, and 14 teacher representatives from various Key Learning Areas (KLAs). The objectives of the Team include:

- Rolling out the One-Student-One-iPad Policy of the School
- Promoting the use of innovative technologies and pedagogies in teaching and learning
- Exploring and recommending useful e-resources and technological tools
- Enhancing professional development of teachers
- Sharing implementation experience with other schools

In the last academic year, the works of the IT in Education Team focused on the professional development of teachers. Members of our Team ran the following IT workshops to support teachers in the use of innovative technologies and pedagogies in teaching and learning. Many teachers found these workshops useful, feeling what they learnt could be applied to their work.

(1) "Start the Year" workshops for interested teachers to sign up

- "Introduction to Google Classroom" workshop on 20th September 2018 by Ms. K Tengvall and Mr. B Doherty
- "Review on Google Classroom and Google Suite" workshop on 27th September 2018 by Ms. K Tengvall and Mr. B Doherty
- "AirPlay and PDF Annotation" workshop on 11th October 2018 by Mr. R Yeung and Mrs. J Fung

(2) Parallel IT workshops in the Staff Development Day on 5th October 2018 for all teachers

- "Data analysis using Excel" workshop by Mrs. CP Ho
- "Google Form Basics" workshop by Mr. J Ng
- "Production of Teaching Video" workshop by Mr. M Nip
- "Everyone Can Create" workshop by the staff of Apple Education Team

IT Coordinating Team

The IT Coordinating Team comprises four Computer teachers and four IT technical staff. The responsibilities of the Team include:

- Coordinating and implementing the school IT plans and IT projects in progress
- Maintaining the school network and supervising operations of all IT systems
- Preparing and monitoring the school IT budget and financial accounts
- Procuring, keeping inventory and coordinating the use of school IT resources
- Planning and organizing teacher IT training programs
- Proposing IT programs to support and advance the Education Reform initiatives
- Sharing our implementation experience with other schools

Besides our daily routines, the works of the IT Coordinating Team focused on the following in the last academic year.

(1) Providing IT facilities for the Boarding House

Through the tendering process in January 2019, Cypher Martin was appointed the vendor to provide network facilities for the Boarding House on L9-L11. Cabling works, provision of data point outlets, and installation of network equipment were completed in August 2019.

(2) Upgrading school IT facilities
The following IT systems were upgraded during the reporting period.

- Installation of Cisco ASA Firewall with 3-year subscription of FirePower service
- Upgrading WiFi access points in the Library from version N to AC
- Migrating all school web servers from HTTP to HTTPS
- Migrating the eClass system from local servers to the eClass Cloud
- Renovation of Multimedia Learning Centre (MMLC)

Conclusion

To conclude this report, I would like to thank the Headmistress and the School Council for their generous support, encouragement, and guidance. I also wish to express my gratitude to my teammates in the IT Coordinating Team and the IT in Education Team for their dedication and support.