

IT Development

1 Overall Aim

- Provide information and communication facilities, services and management to both colleagues and students to facilitate their teaching and learning.
- Create a climate within the school in which colleagues and students become comfortable and confident with IT.
- Ensure colleagues and students aware of copyright, data protection and obscene publications acts.

2 Hardware Aspect

2.1 Introduction

- At present we have three computer rooms (Computer Room A, Computer Room B, and MMLC). Computer Room A was heavily over-used in the previous years.
- Projectors are installed in every classroom and laboratories, and again some of them are heavily used by our colleagues and the maintenance cost of these old projectors are very high.
- One High-end Video Camera and two low-end Video Cameras are in stock. The panel of the Sony (the oldest one) cannot function properly now.

2.2 Aim

- Maintain up-to-date and accessible equipment, including replacing the computers and projectors by stages.
- Increase the number of computers that are accessible to the students
- Increase the number of low-end Video Cameras that can be lent to the students.

2.3 Schedule for the following 4 years

Year	
2004-2005	<ul style="list-style-type: none">● Replace all the computers in Computer Room A which are already 5 years old.● Replace all the projectors on the ground floor.● Replace the computers in the library with those used ones in Computer Room A.
2005-2006	<ul style="list-style-type: none">● Replace the computers in Computer Room B● Replace all the projectors on the first floor● Replace the firewall with a larger bandwidth (100M bps). The one that we are using is 10Mbps. It limited the development of our network development.

	<ul style="list-style-type: none"> ● Purchase one or more low cost Video Camera, so that we can provide more opportunity for our students to create their own video.
2006-2007	<ul style="list-style-type: none"> ● Replace all the projectors on the second floor. ● Replace all the Intel switches in school (They are already obsolete in the market at the moment)
2007-2008	<ul style="list-style-type: none"> ● Replace all the projectors on the third floor.

3 Software Aspect

3.1 Introduction

3.2 Aim

- Provide a web-based environment to display the electronic work of our students.
- Utilized our Web-based Platform (eClass) to improve our management

3.3 Schedule for the following years

Year	
2004-2005	<ul style="list-style-type: none"> ● Upgrade the Internet to 10M/10M ● Develop a VPN solution for the students to upload and download file safely and then they can maintain their own web page in the school web server. ● Web-based management setup using the eClass Platform <ul style="list-style-type: none"> ■ Extract Information from WebSAMS and store in eClass in a more accessible format ■ Try to made use of eClass to keep track of our inventory and room usage ● streamline our management using WebSAMS
2005-2006	<ul style="list-style-type: none"> ● Upgrade the Internet connection to 25M/25M so that video streaming would be possible (smoother) outside the school intranet (depending on the price of the 25/25 solution provided by PCCW)

5 Staff Development

5.1 Introduction

- Most of our colleagues have already taken their BIT, IIT and UIT training and about 50% have uploaded their assignment. However after the training course, we can observe that our colleagues mainly make use of the word processor as notes typing, browsers for browsing the Internets and checking E-mail. Other than this software, they seldom make use of spreadsheets (like excel) for analysis; web authoring software (like Dreamweaver) for creating web-pages; or specialized software for teaching subject specified subject (like Sketchpad) or animation software (like flash) to create interactive exercises/demonstration to enhancing understanding.
- Even though they make use of word processor for notes typing, most of our colleagues can only make use of the very most basic functionality of the word processor, say changing font size, font face, inserting pictures captured from the Internet. Some of the colleagues even do not know how to insert column(s), insert table and make use of style and template. For some colleagues, using new or unfamiliar functions still create anxiety.
- Only some subject based software was purchased and used by colleagues in their teaching. (Mr. Lee used sketchpad in teaching/exploring Geometry)
- We have our own Intranet platform (eClass) but at present it only served as a common storage area of our school administrators and our Internal Mail Server. Actually it can be used as a central management hubs and the creation of virtual classroom. Its function is not being fully explored.
- This year, we have already installed WebSAMS (a Web Based school administration system). It stores all related information of our students. At present only a limited number of colleagues will frequently make use of these systems to access student personal information and student scores. It is believed that with this kind of information more accessible to our colleagues, they can have a better understanding of our students abilities and performance.
- The awareness of copyright is weak among our colleagues. They will directly or indirectly suggest students to buy illegal copies, and they would frequently request for illegal software to be installed.
- For years, we have been talking about colleagues keeping their own portfolios (not just IT related) demonstrating their capabilities, accomplishments, self-reflection, attitudes and philosophies as a teacher. However, the IT portfolios handed in by our colleagues is just considered as a one time exercise. In order to take a more proactive stance in staff development work (as suggested by CITA). Teachers' portfolio should have some positive role in the coming school years.

5.2 Aim

- Help our colleagues to reduce the fear of using computer.
- Extend our colleagues' software list; software that they are willing to use comfortably.
- Develop a higher level of competence in performing computer operations; (Say simple analyzing by using computers)
- Encourage colleagues to use their subject specific software.
- Train our colleagues to make use of eClass and WebSAMS.
- Encourage our colleagues to build up and maintain their own portfolios
- Most important of all develop the positive effect on students' learning resulting from the techniques modeled by our colleagues

5.3 School Policy to be implemented in this school year

- Colleagues must make use of Excel for recording student scores.
- Colleagues must make use of PowerPoint for all their presentation in our Wednesday meeting.
- Colleagues must hand in documents with specified style and template. (The term template that I used here is not just referring to some specific components, but it also means that there is a consistent style being used throughout all the documents in our school.) This is important when an accreditation association comes to look at our documents, they would find that our documents are consistent, well organized and most importantly we are not just working as an individual but in unity.
- Colleagues start to build up their portfolios (details to be discussed)

5.4 Strategy for implementing the school policy

- short session tutorial
- peer tutoring :- Mr. Pang, Ms. Tse, Ms. Ng, CIT TA and Mr. Poon team up to provide individual tutoring to our colleagues. It is believed that most of our colleagues are already used to using computers, only a few of them need on-spot tutoring.
 - o understand the dynamics of whole school IT planning
 - o understand the uses of IT in a range of subject
 - o aware the range of computer aided learning software available
 - o aware the different types of hardware and software used in schools
 - o aware the roles and responsibilities of those teachers who play a significant part in managing IT in schools
 - o aware of the variety of uses of IT in schools, and the diversity of different ways in which schools manage and use it.