



政府資訊科技總監辦公室
Office of the Government Chief Information Officer



Knowing More About IT

奇趣IT識多啲計劃

**Online Briefing cum Sharing Sessions
Introduction of Application Procedure**

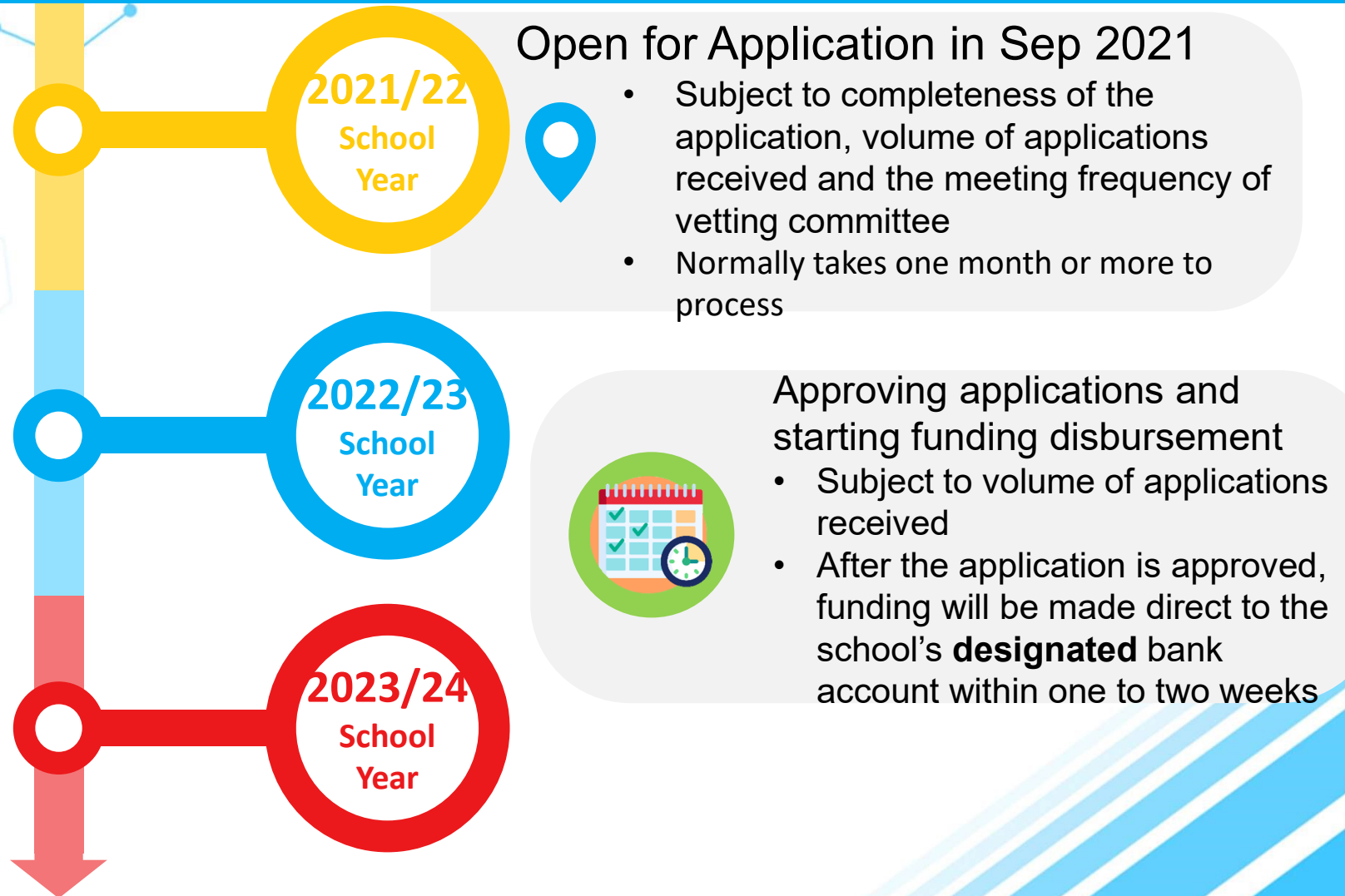
Application can be submitted via the "IT-Lab" Portal starting from Sep 2021

www.it-lab.gov.hk

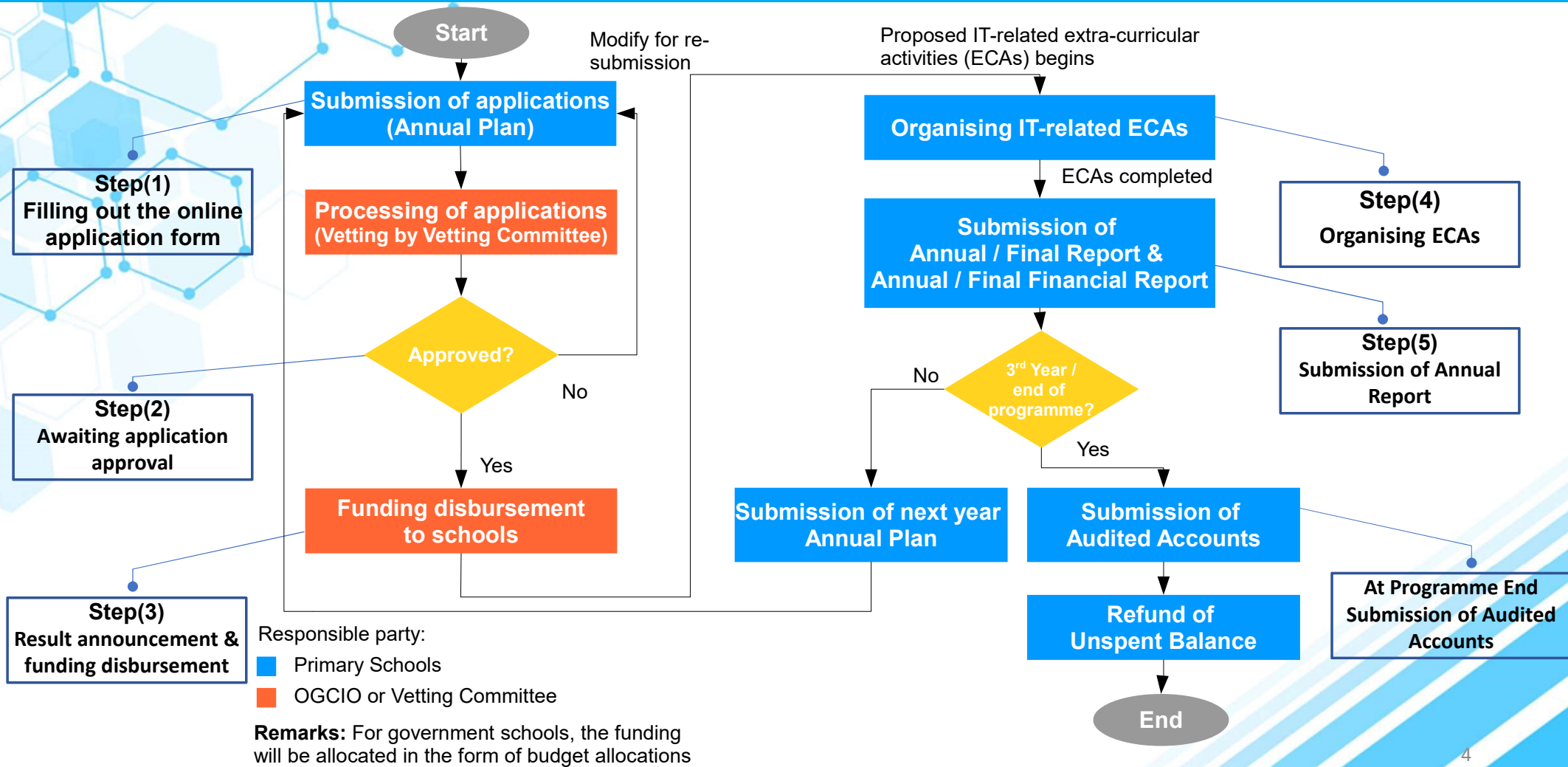


The screenshot displays the website for the IT Innovation Lab in Schools. The header includes the logo and the text "IT Innovation Lab in Schools" and "學校IT創新實驗室計劃". The navigation menu has four items: "About the Programme", "Application Procedure", "Useful Information", and "What's New". The "Application Procedure" menu is open, showing three options: "Application for Secondary Schools", "Application for Primary Schools" (highlighted with a red border), and "FAQ". The background features a blue and white hexagonal pattern on the left and a blue background with a yellow drone icon and a white robot icon on the right.

Application Timeline



Application Flow



Tips (1) – Funding Scope

Spending on Equipment

- Hardware and software to be purchased must be the IT equipment that are necessary for organising the related activities
- The majority of the funding should be deployed on development of the content of activities. Funding for the procurement of IT equipment and related services should not be more than \$200,000 during the entire programme period.

Sustainability

- Avoid high initial investment (e.g. \$400,000 in the first year) without justifications
- Plans on how to utilise the procured IT equipment for more IT-related activities in the three school years under the scope of Know-IT Programme.
- Sharing of equipment among activities instead of procuring similar equipment in each activity
- Maintain effective control over the cost-effectiveness of the implementation of proposed activities (e.g. costs per students)

Tips (2) – Cost Items

Details of cost items to be included in the application:

- High-level specification (e.g. specification of the items, reference model with price, etc.)
- Estimated quantity (align with the estimated number of students participants)

Cloud Services vs Hardware Equipment :

- Making good use of existing cloud services:
 - Get rid of technical maintenance and support on on-going basis
 - Get rid of frequent hardware upgrade on on-going basis
 - Get rid of on-premises hosting
 - On-demand and elastic

Tips (3) – Cost Items

Procurement :

- Follow proper procurement, accounting and financial control procedures
- Not vendors specific

Audit & Accounting Services :

- Audit services – Please reserve max \$5,000 for the programme and is mandatory in the last year of the programme.
- Accounting services – max \$15,000 for the programme

Step(1) : Online Application Form



Part A :
Particulars of
Applicant School



Part B :
Annual Plan



Part C :
Declaration and
Commitment

Can fill in the form in either
English or Chinese

Save the draft form with password
for further updating before
submission

Save Form x

Please provide a password to protect the form data to be saved.
NOTE: You will not be able to open the saved data if you forget the password.

Password *

Confirm Password *

Cancel

Save

Part A : Particulars of Applicant School

Basic particulars of the applicant school, including information of :

Applicant
School



- School Name
- School Code
- School Address
- School Website, etc.

(Information will be retrieved after “**School Name**” or “**School Code**” is entered)

Principal



- Name
- Telephone & Fax No.
- Email Address

Teacher-in-charge



- Name
- Post
- Telephone & Fax No.
- Email Address
- Correspondence Email

Demo: Information will be retrieved after “School Name” or “School Code” is entered

GovHK 香港政府一站通 (UAT) SC-605-3-OGC015-001 | 字體大小 | Eng 簡

「小學奇趣IT識多啲計劃」申請表格

1) 簡介

Part A: Particulars of the

2) Applicant School 甲部：申請學校資料

3) Part B: Annual Plan - Part I
乙部：年度計劃書 - 第一部分

Part B: Annual Plan - Part II

4) (a) 乙部：年度計劃書 - 第二部分 (a)

Part B: Annual Plan - Part II

5) (b) 乙部：年度計劃書 - 第二部分 (b)

6) Part B: Annual Plan - Part III
乙部：年度計劃書 - 第三部分

7) Part B: Annual Plan - Part IV
乙部：年度計劃書 - 第四部分

Part C: Declaration and

8) Commitment 丙部：聲明及承諾



政府資訊科技總監辦公室
中華人民共和國香港特別行政區政府

我想 填寫新表格
 填寫已儲存的表格

更新日期：2021-06-07

Part B : Annual Plan

I. IT-related activities
(extra-curricular activities or co-curricular activities)



II. Cost of IT-related activities
(a) IT Equipment and Related Service Charges
(b) Operating Expenses and Administrative Cost



III. Budget



IV. Additional Information
(e.g. relevant school background, vision)



Part B : Annual Plan (I)

I. IT-related activities



- ✓ Title
- ✓ Description
- ✓ Technology
- ✓ Objective / Outcome
- ✓ Estimated Number of Participating Students
- ✓ Estimated Activity Period
- ✓ Estimated Activity Hours
- ✓ Mode of Delivery
- ✓ Activity Type
- ✓ Deliverables that can be shared with other schools



Fill in the form

Provide information of the proposed activities

Validation to check if the mandatory fields have been completed

1
2
3

Add New Activity

More than one activity with different technologies, activity types, etc.

Demo: Enter information of the proposed activities

Title 名稱 *

Have a Bright Future: Drone Coding for Aerial Missions

小腦袋大未來：無人機編程之空中任務

Description (including background, scope, list of activities, how the students are engaged in the activity, would parent also join, plan and schedule (if any)) 活動說明 (包括背景、範圍、活動列表、學生如何參與該活動、家長是否也會參加、計劃及時間表 (如有)) *

The school will organize a series of basic drone control and coding workshops to students. The workshops include theoretical session conducted in a classroom, including coding, application and constraints of the drone and practical session conducted for testing their codes in controlling the drone to take various routes. Teacher can also organize challenge for students to program routes with obstacles in the shortest time.

Technology 科技 *

Artificial Intelligence (AI) 人工智能

Big Data 大數據

Blockchain 區塊鏈

Cloud Computing 雲端運算

Coding / Algorithm 編程 / 演算法

Computational Thinking 運算思維

Cyber Security 網絡安全

Digital Game Design and Development 數碼遊戲設計與開發

Drone Coding 無人機編程

Estimated Number of Participating Students 預計參與學生人數 *

120

Please provide the details of the target beneficiary students (e.g. P1 – P3: 100, P4 - P6: 50, etc.) 請提供受惠學生的詳細資料 (如小一至小三：100、小四至小六：50等) *

基礎課程：小三至小四：60
中階課程：小五至小六：30
進階課程：小五至小六：30

Estimated Activity Period 預計活動日期

From (mmm/yyyy) 由 (月 / 年) *

Feb 二月 / 2022

To (mmm/yyyy) 到 (月 / 年) *

Jul 七月 / 2022

Estimated Number of Activity Hours in this School Year (hours) 本學年活動的預計時數 (小時) *

60

Mode of Delivery 推行模式 *

School & External Parties - IT Industry 學校與伙伴 - 資訊科技業界

OGCIO Drone Education

Part B : Annual Plan (IIa)

II. Cost of IT-related activities

(a) IT Equipment and Related Service Charges

- Cost information of the following expenditure items :
(Provide description and justification to show how the procured IT equipment and professional services will be utilised to organise suitable IT-related activities)
 - Hardware (e.g. programmable drone, robotic arm, VR headset)
 - Software (e.g. toolkits for drones programming, AR / VR development tools)
 - Infrastructure (e.g. cloud storage, cloud server, cloud DB)
 - Others (e.g. authorised online resources, reference books)
- Estimated amount of related professional and maintenance services
- Activity item number (Item number in Part B(I) indicating which activity the expenditure item will be used for)

Demo: Enter information of IT Equipment and Related Service Charges

1


Expenditure Item 開支項目
Hardware (Others, e.g. programmable drone) 硬件 (其他, 例如可編程無人機)

Description and Justification 說明及理由
20 units of Drones for students to do the drone programming during the propose workshops.

Estimated Amount (2021/22) (Ballpark in HK\$) 估計金額 (2021/22) (港幣)
80000

Related Professional and Maintenance Services (2021/22) (Ballpark in HK\$) 相關專業及維修保養服務 (2021/22) (港幣)
4000

Activity Item Number (optional) 活動編號 (可選填)
請選擇 ...
請選擇 ...
1 : Have a Bright Future: Drone Coding for Aerial Missions
2 : Have a Bright Future: Drone Flight Competition

 Item number in Part B(I) indicating which activity the expenditure item will be used for
活動編號 (乙部 (I)) 的編號以指出開支項目將用於哪項活動

indicating which activity the expenditure item will be used for

Part B : Annual Plan (IIb)

II. Cost of IT-related activities

(b) Operating Expenses and Administrative Cost

- Cost information of the following items :
(Provide description and justification to show how the expenses are related in and necessary for organising suitable IT-related activities)
 - Professional services for supporting the organisation of activities
 - Transportation fees
 - Supply Teacher
 - Consumables (e.g. cards / paper for discussion)
 - Accounting services / Audit services
 - Promotion (e.g. printing poster)
 - Others
- Activity item number (Item number in Part B(I) indicating which activity the expenditure item will be used for)

Part B : Annual Plan (III)

III. Budget

- Estimated budget in 2021/22 school year
- Estimated cashflow in 2022/23 and 2023/24 school years

| 2021/22 School Year (Estimated Budget) | 2022/23 School Year (For reference only) | 2023/24 School Year (For reference only) | Total |
|---|---|---|------------------|
| (Auto-calculate Item costs of (II) a & b) | Please input | Please input | (Auto-calculate) |

Part B : Annual Plan (IV)

IV. Additional Information

- Relevant school background, Vision, etc.
- File of not more than 10MB
 - Document file of not more than 4 pages with font size of at least 12pt.
 - Zip format for multiple files



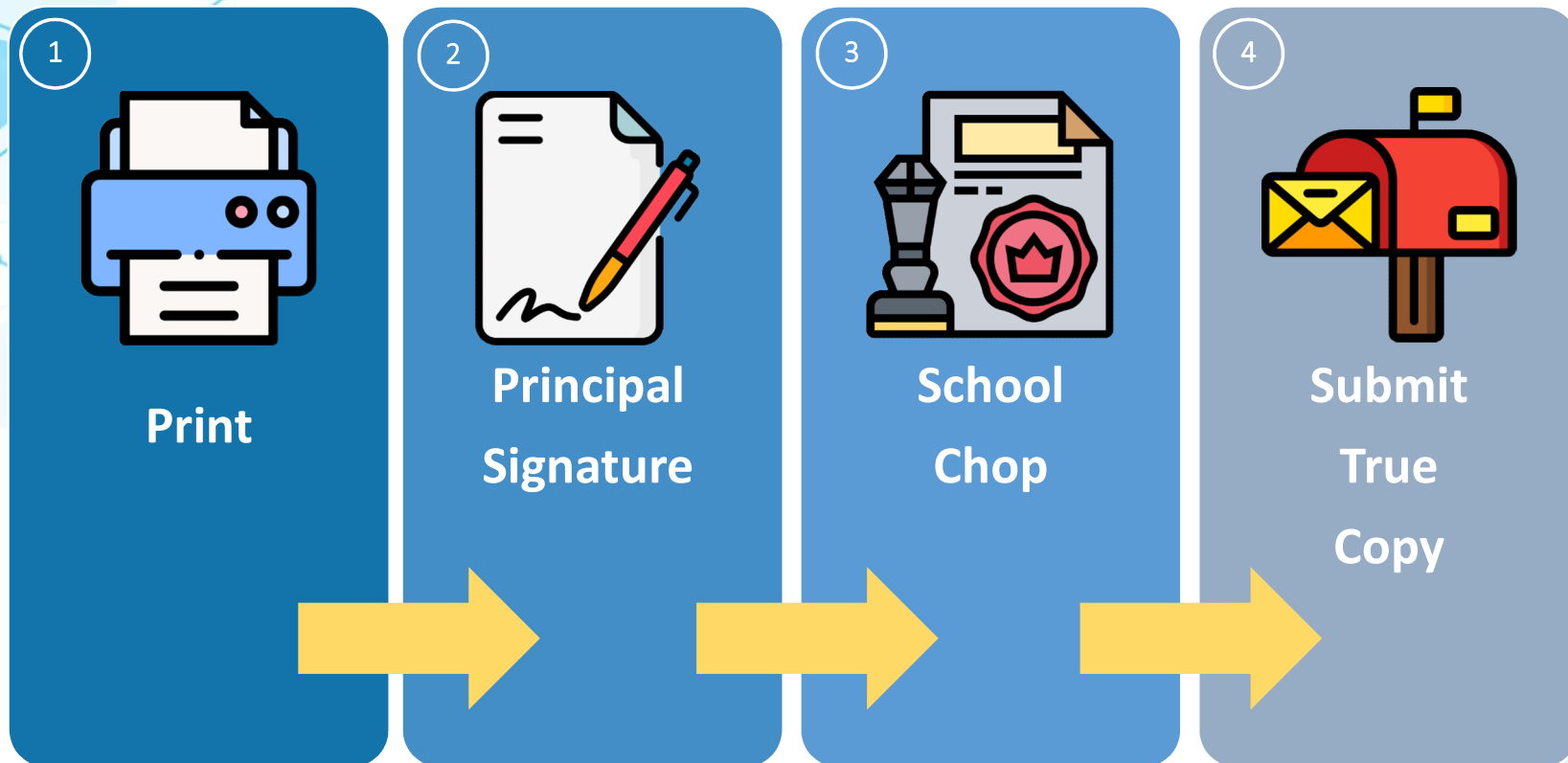
Sample IT Activities & Reference List of IT Equipment

OGCIO will provide the reference lists for schools' reference

| | |
|-----------------------|--|
| Hardware | Programmable drones (Recommended net weight below 100g) |
| Software | Common programming languages like Scratch |
| Cloud Services | N/A |
| Major Activities | <ol style="list-style-type: none"> A theoretical session covering: <ul style="list-style-type: none"> Coding Application Drone flight operation principles and constraints Other topics must include: ethics, privacy, safety and related law and regulations. Practical session of drone coding, testing, debugging and pilot competing. Share the challenges and lesson learnt |
| Learning Objective(s) | <ul style="list-style-type: none"> Enhance students' computational thinking skills, through design coding to control drones thus appreciating how algorithms work with physical systems, including |

| | |
|-----------------------|---|
| | <p>important data like turns and angles of rotations, as well as coordinates.</p> <ul style="list-style-type: none"> Enhance students' ability to apply the IT knowledge and skills learnt. Enhance students' non-technical skills including creativity and innovation, and collaboration skills. |
| Duration | <ul style="list-style-type: none"> Basic Session <ul style="list-style-type: none"> Theoretical sessions: 6 Hours Practical Sessions: 8 hours Moderate level Session : depending on the complexity Advance session: depending on the complexity |
| Target Level | <p>Basic sessions : P3 – P4 Moderate level sessions : P5– P6 Advanced sessions : P5 - P6 (The exact level should depend on the ability of individual students)</p> |
| Target No. of Student | ~ 15-20 students per workshop |

Part C : Declaration and Commitment



Step(2) : Awaiting Application Approval



We may contact applicant schools for **clarification(s)** or provide suggestion(s) & advice



Applications will be submitted to Vetting Committee for endorsement

Step(3) : Result Announcement & Funding Disbursement



Successful applicant schools will be informed of the result in writing



4. Organise IT activities (e.g. start procurement of equipment and services, etc.)

Note : procurement must follow applicable EDB guidelines



3. Receive Funding



2. Sign the undertaking slip and provide bank account information




1. Receive Acceptance Letter with documents

Note :

- Applicant schools shall open a designated bank account for the sole purpose of keeping and transacting all monies of the programme (except government schools)
- Namely:
「學校名稱-IT實驗室」
School Name – IT Lab


Step(4) : Organising ECAs

1 Before




Record the list of participants

2 Conducting ECAs



3 After



Fill out the online questionnaire

OGCIO will provide a questionnaire URL generator to facilitate students to fill in

學生問卷調查

學校名稱
Please Choose 請選擇

活動名稱

活動地點

開始日期 結束日期
DD/MM/YYYY DD/MM/YYYY

負責教師姓名

After completion of ECAs, please keep the all deliverables to be submitted with the Annual Report :

- Teaching materials, photos, videos
- Work sheets
- Questionnaires
- Custom programs and their source codes

Step(5) : Submission of Annual Report

Report Submission by August annually:

- **Annual Report**
 - details of the proposed IT activities conducted
 - class levels and number of students participating in the activities, activity venues, etc.
- **Annual Financial Report**
 - details of the expenditure of the procured equipment and services
- **Assets register**
- **Bank statement**
- **Certified true copies of invoices for large expenses** (i.e. \$20,000 or above per invoice)
- **Annual Plan**
 - proposed IT-related activities to be organised, equipment and services to be acquired next year and the revised estimated cashflow required for future years.

At Programme End

- Participating school is required to submit a final report.
- All payment for goods supplied or services provided for the project should be made **within three months after the programme end**, including the audit fee which has been incurred within the programme period.
- The school should submit a **final financial report with audited accounts** within three months after completion of the school project.

One-stop Support Centre



奇趣IT識多啲計劃

One-stop Support
Centre
(Hotline: 2231 5977)
know-it@ogcio.gov.hk
<https://www.it-lab.gov.hk>



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Thank You