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

IT Innovation Lab in Secondary Schools

IT Innovation Lab in Secondary Schools
中學IT創新實驗室計劃

Online Briefing

November 2020

The 2019-20 Budget

"79.   To pave the way for nurturing local technology talents, we will also encourage the promotion of popular science education in schools. I will deploy $500 million to implement the IT Innovation Lab in Secondary Schools Programme in the coming three school years. Each secondary school benefiting will be granted $1 million to procure the necessary information technology (IT) equipment and professional services, and organise more relevant extra-curricular activities to deepen students' knowledge of cutting-edge IT, such as artificial intelligence, blockchain, cloud computing and big data, with a view to helping young people build a good IT foundation early during their secondary school years. In addition to financial support, the Office of the Government Chief Information Officer (OGCIO) will set up a one-stop professional support centre to provide assistance."

IT Innovation Lab in Secondary Schools

Objectives

- ✓ Enhance EITP and extend the programme to all publicly funded secondary schools

- ✓ Enhance the interest of young people (including secondary school students) in IT and innovative thinking and foster an IT learning atmosphere to encourage them to choose technology-related tertiary education programmes and pursue an I&T career in the future

- ✓ Lay a sound foundation in IT for young people during their secondary schooling, thereby promoting local popular science education and expanding the supply of I&T talent

Funding Scope

IT Innovation Lab in Secondary Schools

IT equipment and facilities

e.g. :

- ✓ Procure or rent server-side and client-side hardware and software
- ✓ Optical fibre and broadband network
- ✓ Software-as-a-service, cloud-based servers and storage
- ✓ Acquiring relevant professional services

Organisation of IT-related activities

e.g. :

- ✓ Coding class, mobile app workshop, VR/AR application experiment
- ✓ Seminars on the application of IT / digital transformation
- ✓ Short course or other learning experience
- ✓ Visits to local offices of multinational companies and local start-ups
- ✓ Preparing for and participating in local and non-local competitions
- ✓ Organising IT exhibitions

Others

- ✓ Operational expenses of the activities (e.g. maintenance and related professional services including part-time tutors and part-time staff)
- ✓ Administrative cost (accounting and auditing services)

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Application Procedures

Secondary Schools to submit via online form
(URL to be released on 1 December 2020)

Schools to download the completed application form (PDF) and print the hardcopy

Schools to send the application form with school chop and principal's signature to one-stop support centre for processing (6/F, North Point Government Offices)

Notification of approval

Application Timeline

2020/21 school year

Open for Application on 1 Dec 2020.

Approving applications and starting funding disbursement (Target 1st batch by early 2021)

2021/22 school year

Normally takes one month or more to process subject to completeness of the application, volume of applications received and the meeting frequency of vetting committee.

2022/23 school year

Accept applications throughout the year

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.

Part A : Particulars of Applicant School

Basic particulars of the applicant school, including information of :
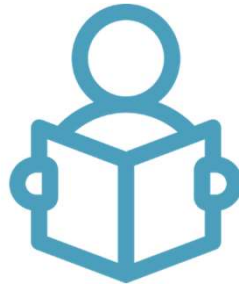
Applicant School

- 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.
  (if different from school's)
- Email Address

Teacher-in-charge

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

Part B : Annual Plan

I IT-related activities

IIa Cost of IT-related activities –
IT Equipment, Infrastructure and Related Service Charges

IIb Cost of IT-related activities –
Operating Expenses and Administrative Cost
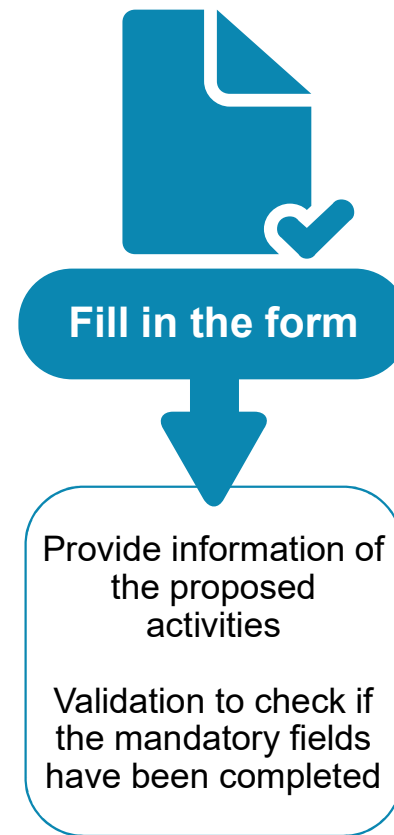
III Budget

IV Additional Information

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

Add New Activity

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

Part B : Annual Plan (I)

Intellectual Property (IP) Rights

- All IP Rights derived from the Deliverables developed by the participating school shall be vested in the participating school.

- In case the participating school procures a contractor to create any of the Deliverables, the participating school should require the contractor to vest all IP Rights in such Deliverables in the participating school.

- Participating schools also grant unconditionally the rights to the Government to use and share such Deliverables by any means or in any manner.

Part B : Annual Plan (IIa)

IIa. Cost of IT-related activities - IT Equipment, Infrastructure 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. upgrade of the optical fibre network needed for the proposed activity)
  - Cloud Services (e.g. cloud storage, cloud server, cloud DB)
  - Others (e.g. reference books)
- Estimated amount of related professional and maintenance services
- Activity item number

Part B : Annual Plan (IIa)

Reference List of IT Equipment

Equipment	Purpose
Lab equipment such as optical fibre and broadband network, cloud servers, storage services and relevant cloud-based coding and data analytics software services	Supporting IT-related activities
Laptop computers, tablet computers, smartphones, coding tools	Organising coding classes, and participating in workshops and competitions for coding and prototyping
Artificial intelligence (AI) learning such as pattern and object recognition kits, voice recognition kits, machine learning tools	Developing AI prototype solutions with machine learning tools
Data analytics tools, data visualisation tools	Organising activities on data analytics, data visualisation and programming
Drones	Organising drone coding activities and workshops and competitions for producing virtual reality (VR) scenes
Programmable robotics kits, sensors, programmable controllers	Organising robotics assembling activities and controlling robotics through programming
VR/Augmented reality (AR) devices	Organising workshops and competitions for producing VR/AR prototypes

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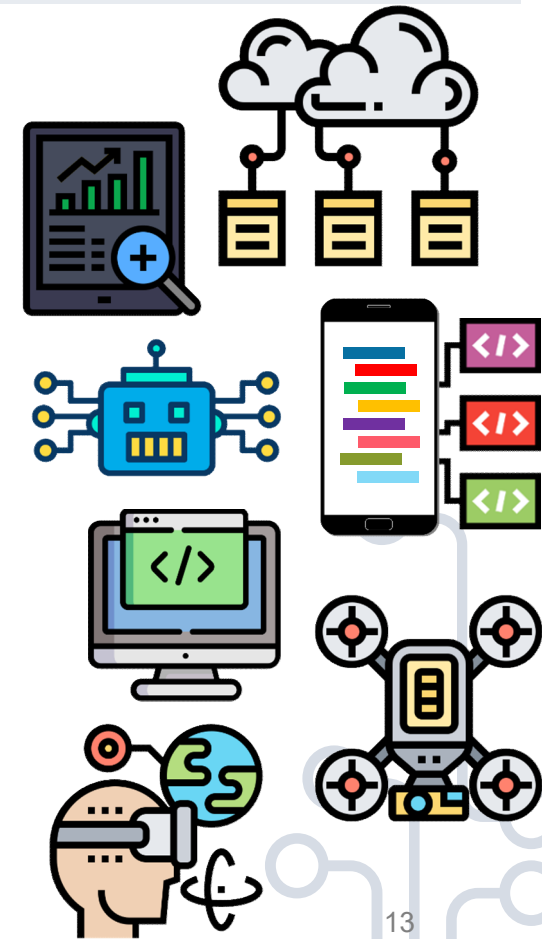
Part B : Annual Plan (IIa)

Examples of Out-of-Scope Items (IT Equipment, Infrastructure and Related Service Charges)

Category	Out-of-scope Items
Lab hardware, software and cloud tools and services	• E-learning equipment (e.g. e-textbook, touch panel, parallel whiteboard, teacher notebooks, tools for assisting teaching in general subjects) for assisting general teaching and learning purposes • Notebook computers for regular ICT class • Renovation works and furniture unrelated to IT activities • School's general facilities (e.g. WiFi, CCTV, digital signage, electronic display panel, mobile stands, etc.) • Non-IT related STEM equipment (e.g. solar panel)
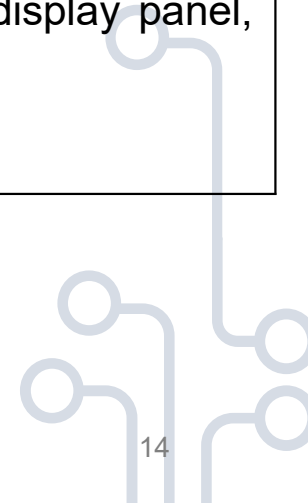
Part B : Annual Plan (IIb)

IIb. Cost of IT-related activities - 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 (local / non-local)
  - Accommodation fees (non-local competition)
  - Supply Teacher
  - Consumables
  - Accounting services / Audit services
  - Promotion
  - Others
- Activity item number

Part B : Annual Plan (IIb)

Examples of Out-of-Scope Items (Operating Expenses and Administrative Cost)

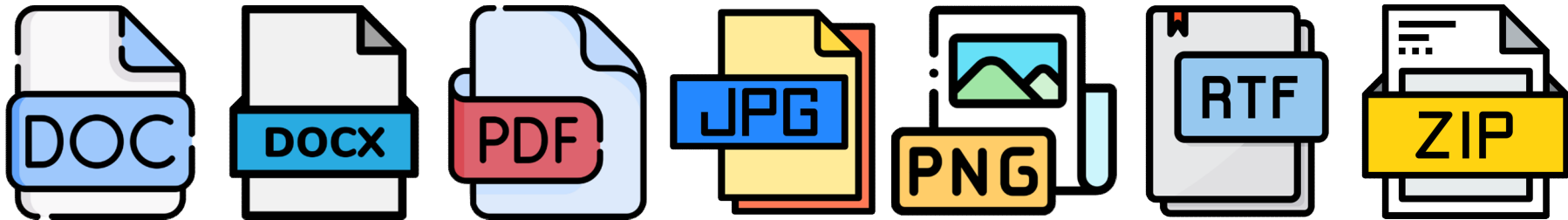| Category	Out-of-scope Items
IT-related activities	• Lab activities of regular subject of Computer Literacy (CL) and Information and Communication Technology (ICT) within traditional syllabus • All trips outside Hong Kong (except representing Hong Kong in non-local competition)
Operating cost	• Teacher training • Maintenance cost for schools' pre-existing hardware or software • Utility costs (e.g. electricity cost) • Pre-existing bandwidth subscription • Entertainment expenses such as food and beverages for any activities including non-local competition • Travelling expenses between home and school • Costs for travel documents (e.g. passport costs/visa fees) • Appointment of teachers and laboratory technicians under regular staff establishment • Salary costs for staff who are already employed full-time by the applicant school, (e.g. school's staff who spend a portion of their time on organising the activity) • Maintenance cost beyond the initiative period

Part B : Annual Plan (III)

III. Budget

- Estimated budget in 2020/21 school year (auto-calculate)
- Estimated cashflow in 2021/22 and 2022/23 school years

| 2020/21 School Year	2021/22 School Year	2022/23 School Year
(Auto-calculate)	Please input	Please input

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

Part C : Declaration and Commitment
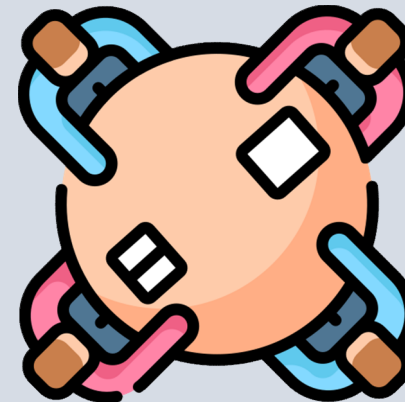
Print

Principal Signature

School Chop

Submit True Copy
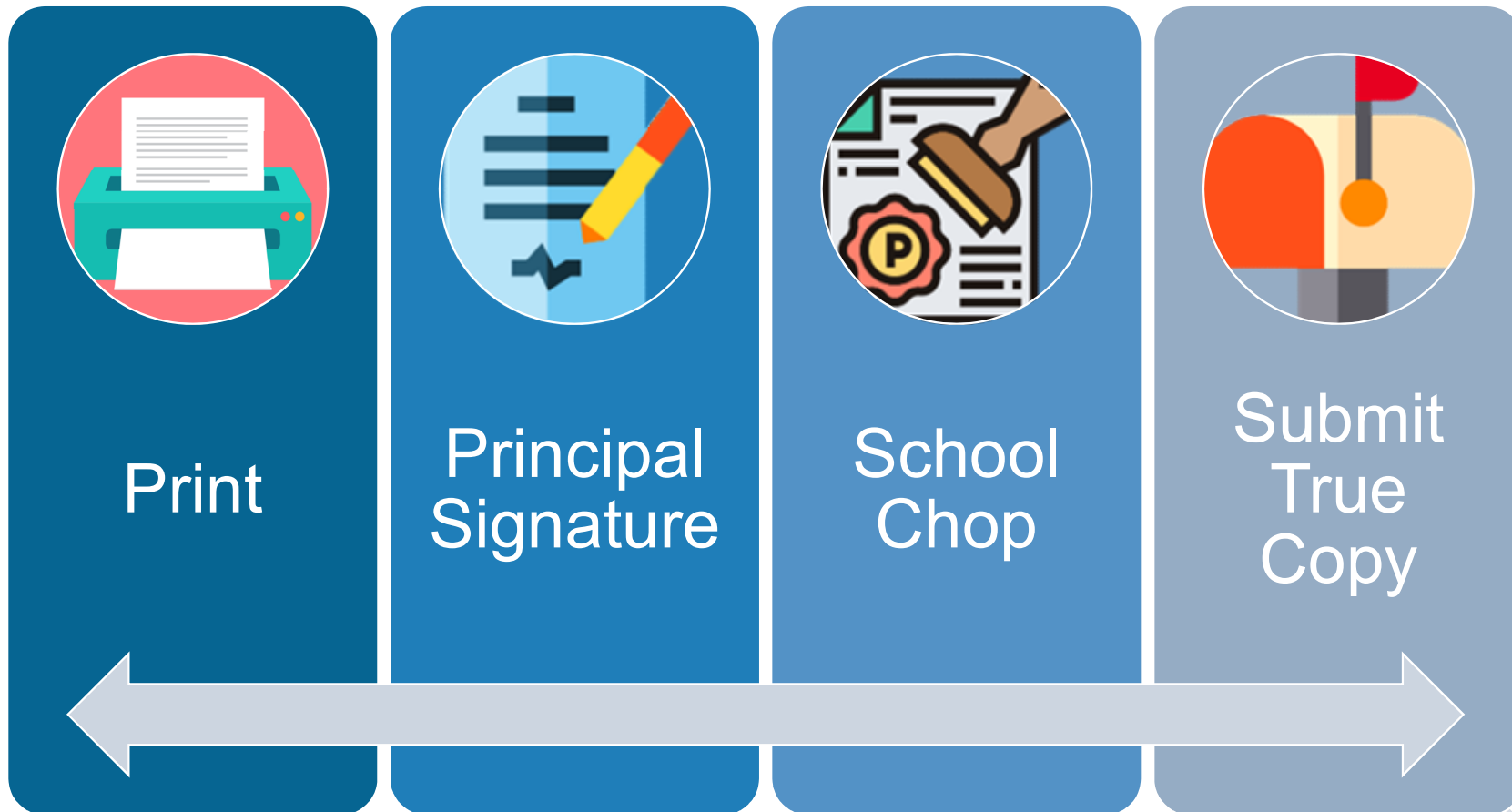
After Submission

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

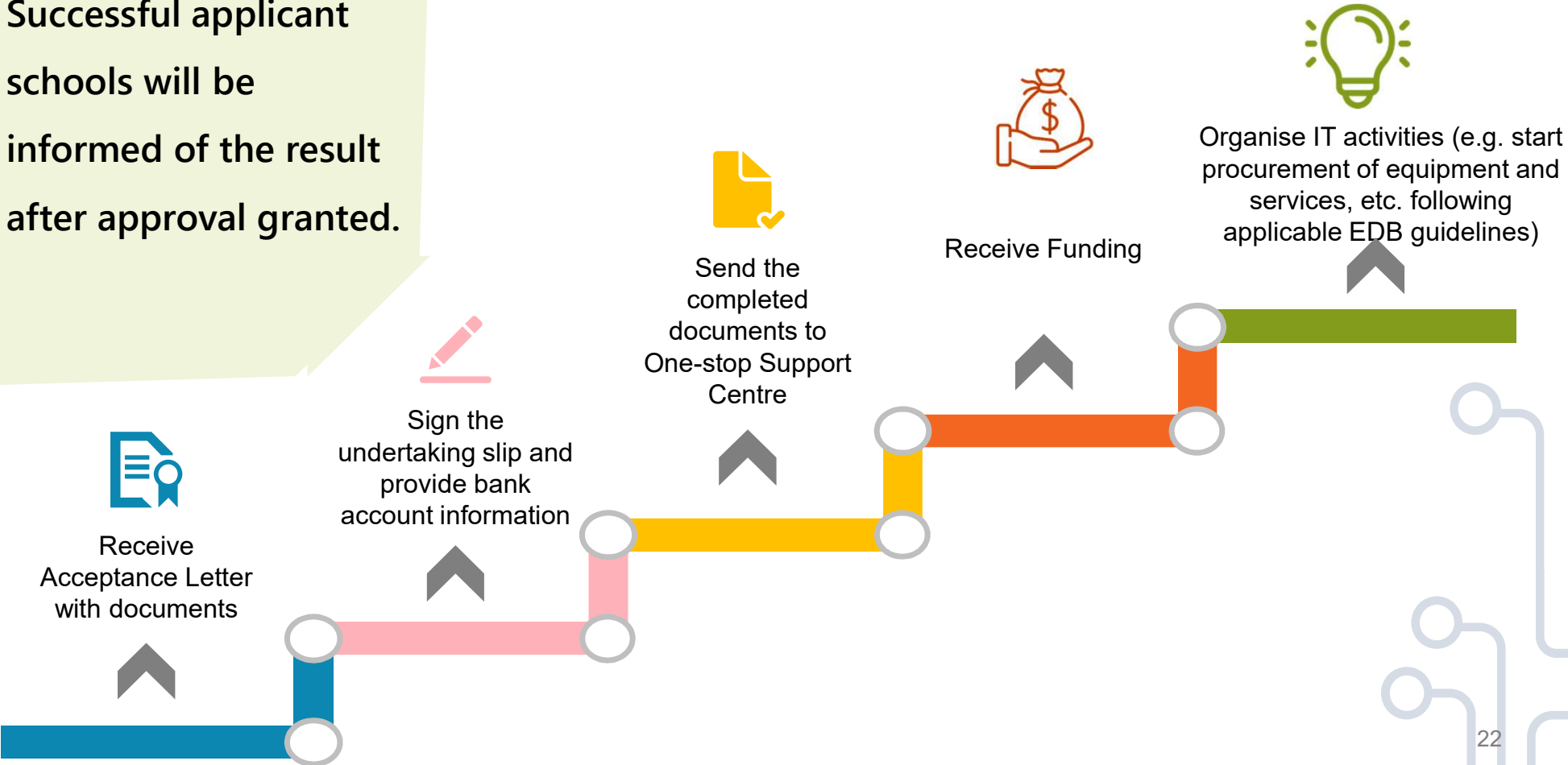Applications will be **submitted** to Vetting Committee for endorsement.

Vetting Criteria

The Vetting Committee will consider applications according to the following components :

Project Scope	The proposed scope is primarily related to IT (including but not exhaustively Artificial Intelligence, Big Data, Blockchain, Cloud Computing, Coding / Algorithm / Computation Thinking, Cyber Security, 3D modeling, Digital Game Design and Development, Drone Coding, Internet of Things, Mobile App Development, Robotics Coding, Virtual Reality / Augmented Reality / Mixed Reality, Web Development) and in line with the policy objectives and funding scope of the programme.
Project Outcome	The proposed activity can enhance students' computational thinking and digital skills in innovation and real-life problem solving outside regular classroom learning, and cultivate students' interest in IT and foster an IT learning atmosphere at school.
Design and Implementation	The proposed activity is practical.
Financial Considerations	The proposed budget is reasonable and effective.

Notification of Approval and Funding Disbursement

Successful applicant schools will be informed of the result after approval granted.

Receive Acceptance Letter with documents

Sign the undertaking slip and provide bank account information

Send the completed documents to One-stop Support Centre

Receive Funding

Organise IT activities (e.g. start procurement of equipment and services, etc. following applicable EDB guidelines)

Change Management

Any proposed changes of the approved annual plan must conform with the vetting criteria.

Minor Changes

Participating schools should reflect the changes in the annual / final report.
- Substituting proposed equipment / services with a newer model / version
- Securing better prices by quotations
- Altering the activity dates within the initiative period
- Increasing the number of participating students

Major Changes

Participating schools should submit a change request form for major changes.

Schools should obtain approval from the OGCIO before implementation of the major changes to ensure proper use of funding.
- Any additional funding support on top of the approved annual plans;
- Change of activities to be held;
- Changes on expenditure items;
- Budget change for the following expenditure category exceeding 30% of the original approved budget :
  1. IT Equipment, Infrastructure and Related Service Charges; and
  2. Operating Expenses and Administrative Cost

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Control Measures

- Undertaking to be signed by schools
- Dedicated Bank Account (or User Code for Government Schools)
- Guidelines on Procurement and Financial Management by EDB and ICAC
- Online questionnaire after activities
- Random School Visits
- Annual Report
- Final Financial Report and Audited Account

Deliverables to be Shared with Other Schools

- All deliverables specified in the annual plans shall be shared with other schools.

- Participating schools are encouraged to submit photos, videos, winning awards results, attendances, questionnaires, source codes, etc., once available, to the OGCIO upon completion of the activities.

- Participating schools should submit shareable source codes produced in the course of the activities to the source code repository for sharing with other schools.

- Participating schools are encouraged to participate in seminars, sharing sessions and other activities such as promotion and publicity activities to be organised or supported by the OGCIO.

Annual 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 showing the details of the expenditure of the procured equipment and services
- Assets register
- Bank statement
- Certified true copies of invoices for large expenses (i.e. $50,000 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.

Online Form Demo

One-stop Support Centre

中學IT創新實驗室計劃

One-stop Support Centre

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🌐 https://www.it-lab.gov.hk

網站地圖

關於計劃
- 計劃目的
- 諮詢委員會
- 評審委員會
- 計劃文件

申請程序
- 申請指引
- 常見問題

有用資料
- 資訊科技設備及設施參考清單
- 課外活動例子

最新消息

Q&A