



IT Innovation Lab in Schools

學校IT創新實驗室計劃

IT-Lab 2.0 Application Form

Proposed Improvement Areas

1	Facilitate Communication throughout the Programme Period	Add Mobile Phone Number of Teacher-in-charge
2	Reduce Need for Equipment / Software Clarifications	Add Common Equipment Type for Selection Can Include a few Ref Websites if Available Add Programming Language
3	Reduce Need for Student Training Clarifications	Replace Total Training Hour and Breakdown <ul style="list-style-type: none">• Number of Class(es)• Number of Students in each Class• Number of Lessons for each Student• Number of Hours in each Lesson
4	Remind Teacher on Potential Issue	Add Information Alert Message <ul style="list-style-type: none">• Course Duration Very Short• Unreasonable Class Size (too few or too many)
5	Facilitate Submission	Use iAM Smart in Confirmation by School Principal

1. Facilitate Communication throughout the Programme Period

Section A: School Information

School Name *

School Code

School Type

School Address (English)

School Address (Chinese)

School Website

School Principal

Title ... Surname (English) Given Name (English) Chinese Name (Optional)

Telephone Number *

Fax Number *

Email Address *

Teacher-in-charge

Dropdown ... Surname (English) Given Name (English) Chinese Name (Optional)

Position *

Telephone Number *

Mobile Number

Fax Number *

Email Address *

Correspondence Email

Teacher is encouraged to provide mobile phone number to facilitate communication between the Secretariat and school (voluntary to input)

2. Reduce Need for Equipment / Software Clarifications

Original Version

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 (including high level specification, estimated quantity to be procured, etc.) 說明及理由 (包括規格、估計購買數量等)
機械人開發套件至少配備4個萬向輪及相應的馬達, 所有機械主體零件(螺絲), 電子部分包括至少一個紅外線探測器, 指南針模組, 不同類型的教學用感應器, 並配有鋰電及充電器。
微控制器必須可以用C或Python編程, 並有Windows編程程式可以免費下載

Estimated Amount (2022/23) (Ballpark in HK\$) 估計金額 (2022/23) (港幣)
40000

Related Professional and Maintenance Services (2022/23) (Ballpark in HK\$) 相關專業及維修保養服務 (2022/23) (港幣)
5000

Activity Item Number (optional) 活動編號 (可選填)
1: Robotic Soccer Programme

2

Expenditure Item 開支項目
Hardware (Peripherals, e.g. printers and scanners) 硬件 (周邊設備, 例如打印機及掃描器)

Description and Justification (including high level specification, estimated quantity to be procured, etc.) 說明及理由 (包括規格、估計購買數量等)
進行校內足球機械人比賽和訓練測試需要一些標準道具, 符合國際比賽規則要求的紅外線足球至少1個

Estimated Amount (2022/23) (Ballpark in HK\$) 估計金額 (2022/23) (港幣)
600

Related Professional and Maintenance Services (2022/23) (Ballpark in HK\$) 相關專業及維修保養服務 (2022/23) (港幣)
0

Activity Item Number (optional) 活動編號 (可選填)
1: Robotic Soccer Programme

Provide relevant URL (e.g. vendor website) if available

Common equipment type for selection (e.g. robotic kits, drones, laptops, cloud services, etc.) for easy reference

Provide related coding language that student will learn from the activity

Simplified breakdown with fixed input field instead of free format. Alternatively, the related information can be provided by uploading supporting document

Update Version

1

Activity
1. Robotic Soccer Programme

Type
Robotic kits

Model (Optional)

Relevant URL (Optional)
<https://www.peanutkingstore.com>

Description and Simple Specifications (e.g. Laptops: Windows, i5, 16GB Ram, 1TB SSD)
足球機械人開發套件8套

Related Coding Language (e.g. python, scratch, C, javascript, etc.)
C, Python

Please provide break down below or supporting document if the above item is a package

Item	Quantity	Unit Price (HKD)
Robot PILA	8	5000
Sub-total: HKD40000 *Add Line if there is more than one type one equipment		

2

Item	Quantity	Unit Price (HKD)
紅外線足球	1	600
Sub-total: HKD600 *Add Line if there is more than one type one equipment		

Total Price: Hardware / Software HKD40,600+ Maintenance Services (HKD) 5000

Supporting document of price break down or equipment information
Choose a file or drag it here
Size up to 10.0 MB

3. Reduce Need for Student Training Clarifications

Original Version

Expenditure Item 開支項目
Professional services for supporting the organisation of activities (e.g. Fees for Hiring Expert) 支援舉辦活動的專業服務

Description and Justification 說明及理由
外聘導師費用，負責活動訓練學生，資歷需要擁有不低於大學工程相關學士學位及兩年相關STEM到校課程教學經驗。活動聘請1位導師辦兩輪 (\$1,800*12堂*2小時*2輪)

Estimated Amount (2022/23) (Ballpark in HK\$) 估計金額 (2022/23) (港幣)
86400

Activity Item Number (optional) 活動編號 (可選填)
1: Robotic Soccer Programme

Estimated Number of Activity Hours in this School Year (hours) 本學年活動的預計時數 (小時) *
50

Number of classes 課堂數量
2

Number of hours per class 每節課堂時數
24

Number of students per class and their study level (S1 – S6) 每班學生人數及其級別 (中一至中六)
S2: 12 人, S3: 12 人, S4: 12 人

Replace Total Training Hour and Breakdown with :

- Number of Class(es)
- Number of Students in each Class
- Number of Lessons for each Student
- Number of Hours in each Lesson

Alternatively, the related information can be provided by uploading supporting document

Update Version

1

Activity
1. Robotic Soccer Programme

Title of the Professional Services
外聘導師費用

Please provide the class break down or provide supporting document

1

<input checked="" type="checkbox"/> Service Provider		
<input type="checkbox"/> School Teacher		
Number of Class	Number of students per class	Number of lessons per student
2	18	12
Number of hours per lesson	Price (HKD)	
2	86400	

*Add Line if there if more than one type of class

Supporting document of price break down or professional services information

Choose a file or drag it here
Size up to 10.0 MB

4. Remind Teacher on Potential Issue

Example

When the total lesson hour per student = $12 \times 2 = 24$, there is no problem

1

Service Provider
 School Teacher

Number of Class Number of students per class Number of lessons per student

2 18 12

Number of hours per lesson Price (HKD)

2 86400

*Add Line if there if more than one type of class

When the total lesson hour per student = $2 \times 2 = 4$, which is less than 5, an alert message will pop up

1

Service Provider
 School Teacher

Number of Class Number of students per class Number of lessons per student

2 18 2

Number of hours per lesson Price (HKD)

2 86400

Total Lesson Hour Less Than 5

Please be aware that the total lesson hour per student = number of lessons per student x number of hours per lesson is less than 5

*Add Line if there if more than one type of class

— Add Information Alert Message (e.g. Very Short Course Duration)

5. Facilitate Submission

Original Version

Part C: Declaration and Commitment 丙部：聲明及承諾

(1) The teacher-in-charge has to print the hard copy with no modification and submit the true copy to the following address within five working days following the date of e-submission with the signature of the school principal on behalf of the school authority and the school chop:


*IT Innovation Lab in Secondary Schools One-stop Support Centre
Office of the Government Chief Information Officer
6/F, North Point Government Offices, 333 Java Road, North Point, Hong Kong
[Application for the IT Innovation Lab in Secondary Schools]*

負責老師須在不作修改的情況下列印表格，並在提交申請日期起計五個工作天內將附有代表校方的校長簽署及學校印章的真實文本送交以下地址：

*香港北角渣華道333號北角政府合署6樓
政府資訊科技總監辦公室
中學IT創新實驗室一站式支援中心
「中學IT創新實驗室計劃申請」*

(2) I confirm that: (Please mark “√” as appropriate.) 本人確認：（請在適當空格內劃上「√」號）

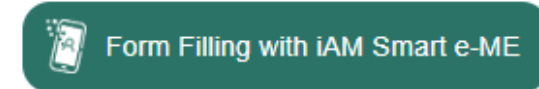
- All information given in this application is true and accurate. I understand that if I wilfully give any false information or withhold any material information, the application will become void and any fund approved will be withheld and any payment made shall be refunded to the OGCIO. 在此申請提供的所有資料均真實準確。本人明白如本人故意提供任何虛假資料或不提供任何關鍵資料，申請將告無效，任何獲批的資助將不予支付，而已支付的任何款項均須退還資料辦。*
- The proposed plan is not a replication (i.e. sheer copying without adaptation or new elements) of those I have been conducting / will conduct using funding for similar plan from other Government sources. 建議的計劃不是本人運用其他政府資助一直 / 將會推行的類似計劃的複製品（即純粹複製而沒有任何修改或加入新元素）。*
- If our application is accepted, we will commit with the authorisation of the School Management Committee (SMC) / Incorporated Management Committee (IMC) / School Sponsoring Body (SSB) or School Supervisor, as appropriate, to designing and organising the activities according to our submitted application; and complying with all obligations and requirements specified in the Application Guidelines of IT Innovation Lab in Secondary Schools. 如果我們的申請獲得接納，我們將按照校董會 / 法團校董會 / 辦學團體或學校校監（視乎何者適用而定）的授權承諾：根據我們所提交的申請設計和舉辦活動；以及遵守「中學IT創新實驗室申請指引」所訂明的所有義務及要求。*

 [Personal Information Collection Statement 個人資料收集聲明](#)

- I have read the "Personal Information Collection Statement" and agreed that the personal data provided can be used by the Office of the Government Chief Information Officer for the stated purposes. 本人已細閱「個人資料收集聲明」並同意所提供的個人資料可供政府資訊科技總監辦公室作所列用途。*

Update Version

You can either use Form filling with iAM Smart e-ME or type in your personal information



[More Info](#)

Section E: Declaration and Commitment

(1) The teacher-in-charge has to print the hard copy with no modification and submit the true copy to the following address within five working days following the date of e-submission with the signature of the school principal on behalf of the school authority and the school chop:

*IT Innovation Lab in Secondary Schools One-stop Support Centre
Office of the Government Chief Information Officer
6/F, North Point Government Offices, 333 Java Road, North Point, Hong Kong
[Application for the IT Innovation Lab in Secondary Schools]*

(2) I confirm that: (Please mark “√” as appropriate.) 本人確認：（請在適當空格內劃上「√」號）

- All information given in this application is true and accurate. I understand that if I wilfully give any false information or withhold any material information, the application will become void and any fund approved will be withheld and any payment made shall be refunded to the OGCIO.
- The proposed plan is not a replication (i.e. sheer copying without adaptation or new elements) of those I have been conducting / will conduct using funding for similar plan from other Government sources.
- If our application is accepted, we will commit with the authorisation of the School Management Committee (SMC) / Incorporated Management Committee (IMC) / School Sponsoring Body (SSB) or School Supervisor, as appropriate, to designing and organising the activities according to our submitted application; and complying with all obligations and requirements specified in the Application Guidelines of IT Innovation Lab in Secondary Schools.

[Personal Information Collection Statement](#)

- I have read the "Personal Information Collection Statement" and agreed that the personal data provided can be used by the Office of the Government Chief Information Officer for the stated purposes.

School Name *

ABC School

Principal Name

Chan Tai Man

Date

2023-06-15

Use iAM Smart to fill in the personal information automatically



智方便
iAM Smart

了解更多

服務列表

登記方法/地點

影片/圖像資訊

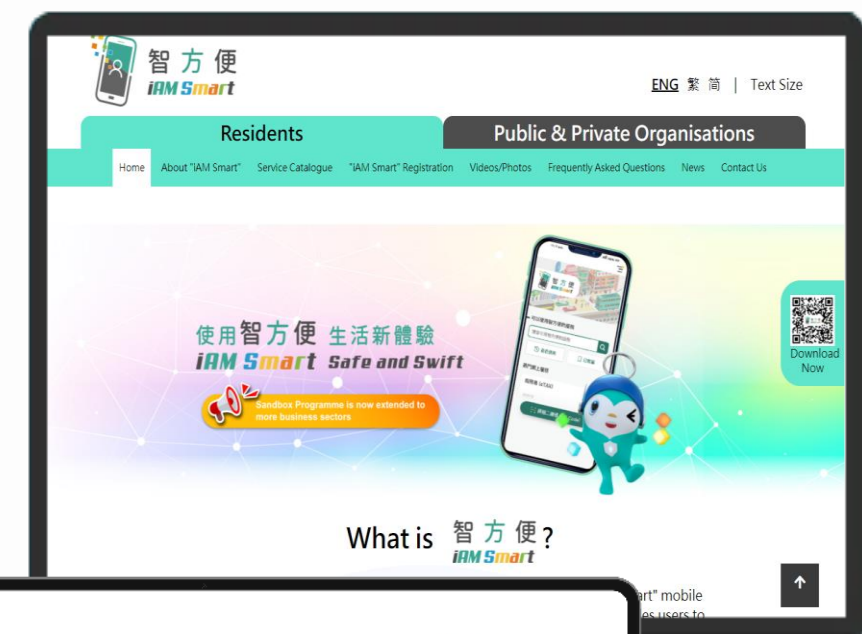
常見問題

最新消息



「智方便」專題網站

<https://www.iamsmart.gov.hk>





智方便
iAM Smart

聯絡我們



電話熱線：182 123



「智方便」網上即時對話：

www.iamsmart.gov.hk/tc/contact.html



電郵：enquiry@iamsmart.gov.hk



小貼士

1. 非資助範圍項目，例子：

- 升級全校網絡基礎設施
- 設置新的實驗室（例如家具、電源插座）
- 製作宣傳刊物（例如紀念品、獎品、推廣用印刷品等）
- 電子學習或生活規劃管理系統
- 教師培訓課程
- 缺乏清晰的學習資訊科技目標
- 昂貴設備可通過訂購雲服務或租借服務替代



2. 有關存放和處理計劃的所有款項

- 可選擇開設專屬的銀行帳戶；或
- 使用帶有學校名稱且沒有活躍使用記錄的現有不動銀行賬戶；或
- 使用帶有學校名稱的現有銀行賬戶並每半年一次提交財務報告



4. 採購和審計

- 必須遵守教育局通告指引包括：
 - 第4/2013號《學校行政手冊》、《物料供應及採購規例》及其他相關指引中不時修訂的適當採購、會計及財務管理程序。
- 不指定特定供應商的產品
- 參考廉政公署發出的《防貪錦囊 - 採購》
- 在計劃最後一年預留最多 \$5,000 審計費



5. 聯校申請

- 歡迎學校提交聯校申請
- 申請表上請註明聯合舉辦的活動



6. 《小型無人機令》

- 已於2022年6月1日生效
- 安全規定文件及相關指引：

https://www.cad.gov.hk/chinese/sua_new.html



「學校IT創新實驗室」方案分享日 @InnoCentre

時間	活動
2023年7月25日 (Tue)	<p>「學校IT創新實驗室」方案分享日 @InnoCentre</p> <ul style="list-style-type: none">展示和示範一些有趣味性和能讓學生更認識資訊科技的課外活動方案



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中學IT創新實驗室計劃

一站式支援中心



2116 9083



it-lab@ogcio.gov.hk



<https://www.it-lab.gov.hk>