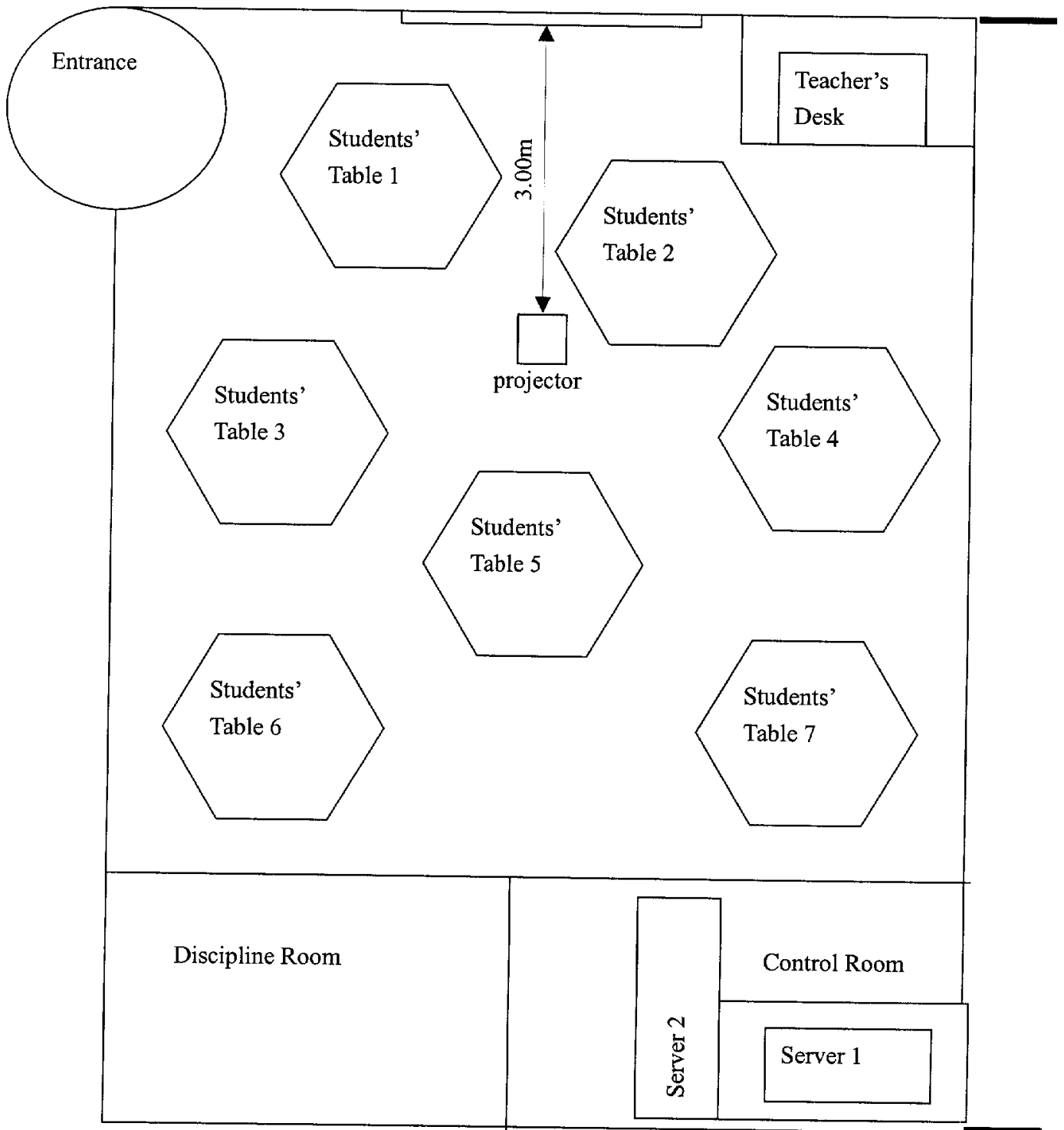


Annex 1 Multi-media PSHE Workshop Floor Plan



Annex 2

Arrangement of Multi-media PSHE Workshop Usage

Free period

Teachers who want to use the Multi-media PSHE workshop when it is free should make bookings **two days** in advance. Teachers can borrow the key to open the Multi-media PSHE workshop according to the booking made. The teacher who uses the Multi-media PSHE workshop should keep the key and locked the door. The key should be returned immediately after use.

Lunch hour

The Multi-media PSHE workshop will be open to all students during lunchtime for self-access and self-learning. IT Prefects will be assigned to serve the students.

After school

The Multi-media PSHE workshop will be open to all students after school. IT Prefects will provide Helpdesk services. Teachers using the Multi-media PSHE workshop for school activities should make bookings **one week** in advance. Teachers using the Multi-media PSHE workshop for student activities should be present until the end of the activities. They are also responsible for the opening, closing and locking of the Multi-media PSHE workshop.

Annex 3

Management Plan of Multi-media PSHE workshop

Monitoring

The members of school IT Team and student IT Prefects are responsible for the maintenance of the Multi-media PSHE workshop. The IT Prefects consists of approximately 50 students. One of their duties is to monitor the usage of the Multi-media PSHE workshop. They will be on duty in the Multi-media PSHE workshop under the following circumstances:

1. When the Multi-media PSHE Workshop is open to all students.
2. When the Multi-media PSHE Workshop is booked for extra-curricular activities and the ECA groups request for an IT Prefect for assistance.

IT Prefects will monitor the students and give help to the ECA groups when using the facilities in the Multi-media PSHE workshop. The members of school IT Team will provide training to the IT Prefects.

Maintenance

The members of school IT Team and the maintenance group of IT Prefects will be responsible for the maintenance of the machines in the Multi-media PSHE workshop. This includes installation of new software, testing of applications and recovering of crashed machines.

The network of Multi-media PSHE workshop will be integrated with the existing EDIII network to process centralized system management. This gains the advantage of using existing management software for the system distribution and recovery. It will also reduce the workload of both IT Team members and IT Prefects.

The maintenance group of IT Prefects will be trained to handle the use of management software. They will be further divided into small groups to maintain the computers located at different areas of the school such as library, computer room and Multi-media PSHE workshop.

Remarks

Our school computer room and the MMLC are now following the usage arrangement and management policy described above. The policy will be revised after the establishment of the Multi-media PSHE workshop to ensure smooth running.

Annex 4

IT Team

1. To assist schools to develop and roll-out an effective school-based IT education plan catering for the specific needs of their students.
2. To promote more frequent application of IT for teaching and learning as well as extra-curricular activities.
3. To help foster a culture within the school in using IT across the curriculum and add value to the quality of education.

IT coordinator

1. Co-ordinate, plan and implementation of IT in teaching and learning
2. Taking a whole school approach, to co-ordinate, plan and implement the use of IT across the curriculum (e.g. formulate school IT plan; review and evaluate individual panels' progress);
3. To plan and organize IT training for fellow teachers;
4. To provide support to fellow teachers and to co-ordinate external support services;
5. To manage IT resources including budget and equipment;
6. To recommend to the school management procurement of IT hardware/software and training for teachers;
7. To share experience with other schools, (e.g. in the same education district or of the same sponsor or of the same category, etc.) on the implementation experience, including the development of IT plans and the use of IT across the curriculum.

School IT Implementation Progress

1. Teacher training - Provide training to teachers for the new computer equipment and software applications for the implementation of IT education
2. Student activities - Promote the IT atmosphere in school (e.g. IT related competitions, self-learning, facilities, etc.)
3. Parent activities - Parent Child Netting Scheme to provide basic knowledge to parent about internet
4. School LAN - Network cabling covers Office, staff room, library, computer room, all special rooms and classrooms
5. Computer equipment and software - Purchase new computers, equipment and software (e.g. LCD projectors, DV equipment, graphical package, video editing tools) to broaden the use of IT in school activities.
6. Internet access
7. School Intranet development