

Final Report of Project

Project No. : 2011/0221

Part A

Project Title: Use of New Technology for School Administrative Work

Name of Organization/School: Tak Sun Secondary School

Project Period: From 09/2012 (month/year) to 08/2013 (month/year)

Part B

Please read the **Guidelines to Completion of Final Report of Quality Education Fund Projects** before completing this part of the report.

Please use separate A4-size sheets to provide an overall report with regard to the following aspects:

1. Attainment of objectives
2. Project impact on learning effectiveness, professional development and school development
3. Cost-effectiveness – a self-evaluation against clear indicators and measures
4. Deliverables and modes of dissemination; responses to dissemination
5. Activity list
6. Difficulties encountered and solutions adopted

Name of Project Leader: _____

Name of Grantee*: _____

Signature: _____

Signature: _____

Date: 29/11/2013

Date: 29/11/2013

**The report should be signed by the supervisor of the school/the head of the organization or the one who signed the Quality Education Fund Agreement for allocation of grant on behalf of the organization.*

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Annex

Table 1: Attainment of Objectives

Objective statement	Activities related to the objective	Extent of attainment of the objective	Evidence or indicators of having achieved the objective	Reasons for not being able to achieve the objective, if applicable
To upgrade the school IT system to reduce the teachers' administration time and the current intranet communication and e-learning platforms to enhance students' learning.	E-learning platform, E-Attendance system E-Payment system	Fully achieved	Records Observation	N/A
To reduce teachers' administrative work loads and pressure by using IT.	E-learning platform, E-Attendance system E-Payment system	Fully achieved	Records Observation	N/A
To save time during the class tutor period for reading or tutoring.	E-learning platform, E-Attendance system E-Payment system	Fully achieved	Records Observation	N/A
To provide accurate data to make school administration effectively	E-learning platform, E-Attendance system E-Payment system	Fully achieved	Records Observation	N/A

Table 2: Budget Checklist

Budget Items (Based on Schedule II of Agreement)	Approved Budget (a)	Actual Expense (b)	Change [(b)-(a)]/(a) +/- %
Staff Cost	\$35,000	\$0	-100.0%
Equipment	\$268,000	\$274,837	+2.6%

Table 3: Dissemination Value of Project Deliverables

Item description (e.g. type, title, quantity, etc.)	Evaluation of the quality and dissemination value of the item	Dissemination activities conducted (e.g. mode, date, etc.) and responses	Is it worthwhile and feasible for the item to be widely disseminated by the QEF? If yes, please suggest the mode(s) of dissemination.
Nil			

Table 4: Activity List

Types of activities (e.g. seminar, performance, etc.)	Brief description (e.g. date, theme, venue, etc.)	No. of participants				Feedback from participants
		schools	teachers	students	parents	
Training	E-class training		71	900	400	Good

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At Tak Sun Secondary School

This QEF Project Goals and Objectives:

- (1) To upgrade the school IT system to reduce the teachers' administration time and the current intranet communication and e-learning platforms to enhance students' learning
- (2) To reduce teachers' administrative work loads and pressure by using IT.
- (3) To save time during the class tutor period for reading or tutoring.
- (4) To provide accurate data to make school administration effectively.

Attainment of objectives

1. To upgrade the school IT system to reduce the teachers' administration time and the current intranet communication and e-learning platforms to enhance students' learning
 - The system was upgraded smoothly. In the evaluation, it was found that the teachers' administration time was reduced.
 - Students were engaged in the new intranet students, including the eLibrary, eHomework and eNotice and hence student learning were fully monitored.
2. To reduce teachers' administrative work loads and pressure by using IT.
 - In the evaluation process, it was found that the teachers reduced their time on some administration work, especially the money-related activities, student attendance and collecting the school notices.
 - Teachers were fully supported by the IT team in the implementation process.
3. To save time during the class tutor period for reading or tutoring.
 - In the evaluation process, it was found that the teachers reduced their time on some administration work and hence they could spend more on the reading during the Class Tutor Periods.
 - By observation in the Class Tutor Periods and the eLibrary records, students were engaged in reading during the Class Tutor Periods.
4. To provide accurate data to make school administration effectively.
 - Weekly purchase records were correct and easily retrieved.
 - Good support to the recent auditing process.

Project impact on learning effectiveness, professional development and school development

1. Learning effectiveness

- Students were engaged in the new intranet students, including the eLibrary, eHomework and eNotice and hence student learning were fully monitored.

2. Professional Development

- Teachers were engaged in the using the new intranet system, including eHomework and eNotice. So, the student learning process of monitored closely, especially the subject teachers in senior forms. Teachers could hence develop their teaching pedagogy easily to adjust their teaching pace.

3. School Development

- With the help of the system, teachers could reduce the time of the administration during the Class Tutor Period and hence it could be used for the reading.
- The School Development Plan and the School Annual Plan were then promote more on the reading in order to help students develop relevant reading habits which in turn develop their learning habits. The Annual School Budget also supports reading.

Cost-effectiveness (Self-evaluation)

1. Performance Indicator (School Administration):

- Class tutors were not required to handling fee as students just required to pay for their expenses. Approximately 30 minutes were saved per month.
- Class tutors only required to remind students to ask their parents to sign for the school notice. Time for counting school notices was saved as they can be seen online easily. Approximately 5 minutes were saved every week.
- Up to now, there were no security or compatibility complains from teachers.
- Since the system was started recently due to the technical problem
↳ only 2,000 pieces of paper were saved at the moment.
- Time for preparing auditing was reduced by approximately 10% as the report could be easily generated.

2. Performance Indicator (Student Performance & Learning):

- Since the system was operating for 2 months, student lateness records were closely monitored. The result would only be available at the end of the school year.
- Students and teachers were engaged in using e-classroom. With the implementation of e-Library, e-Homework, e-Notice and so on, some subject teachers reported that student performance could be closely monitored, especially the elective subjects and Liberal Studies.

3. Performance Indicator (Parents):

- Parents are now starting to receive SMS messages about school notices and special events.
- Parents are now starting to receive SMS messages for their sons' lateness and hence closer monitoring by parents could be achieved with clear and correct records in students' reporting times.
- Parents' comments were good in Parent-Teacher Association meetings and activities.
- Parents' feedback was good in Parents' trainings.

4. Assessment Methods:

- Since there were delays on the implementation of the system, teachers and parents survey for the effectiveness of using IT in administration will be conducted at the end of the school year.
- However, teachers' opinions were collected frequently through different means such as staff briefing in order to evaluate the implementation. Evaluation meetings for process fine-tuning was held frequently especially before the start of the implementation periods.
- Also, IT department was met frequently on the effectiveness of the implementation.

In short, the system helped a lot in reducing the administration time and resources (including time and paper) which is a good education process for students to understand more on the importance of the environmental friendliness.

Deliverables and modes of dissemination; responses to dissemination

1. Reports on purchases
 - Good records of auditing purposes
2. Reports on attendance
 - Good records of auditing purposes
 - Good support to discipline teams
3. E-learning system
 - Good support to students' learning

Activity list

1. (Student Attendance Taking)
2. (Staff Attendance Taking)
3. (Money Collection)

4. (Activity Attendance Taking: Detention Class and Athletic Meet)
5. (Email System)
6. (E-notice) & SMS
7. (E-learning)
8. SMS system
9. (Homework System)
10. Library System

Difficulties encountered and solutions adopted

Refer to the “Executive Summary of the Project”

Final Conclusion

We are pleased to Quality Education Fund in supporting this process. According to our records and observation, the students, teachers and parents engaged the new learning environment through this project. It really helps different parties to reduce their time in the administration. We hope that it would help further on the school development and student learning.

Executive Summary of

QEF Project number: 2011/0221

Use of New Technology for School Administrative Work

At Tak Sun Secondary School

This QEF Project Goals and Objectives:

- (1) To upgrade the school IT system to reduce the teachers' administration time and the current intranet communication and e-learning platforms to enhance students' learning
- (2) To reduce teachers' administrative work loads and pressure by using IT.
- (3) To save time during the class tutor period for reading or tutoring.
- (4) To provide accurate data to make school administration effectively.

Project Progress Report

1. (Student Attendance Taking)

Objectives:

- **Improve the communication** between school and parents for LATE students. (All late students' parents will automatically receive an SMS message IMMEDIATELY.)
- **Reduce** the attendance book **handling time** from the administration staff (comparing with handling 29 hand-written attendance books vs. a single web page with statistics and a single spreadsheet file.)

Proposed Logistics:

- Students' Action:
 - Students swipe their cards on the electronic readers in the morning.
 - Prefect team's **official G/F on-duty time** is 8:00 a.m. as usual. They will remind students to swipe their cards.
 - **NO NEED TO WORRY IF MINORITY STUDENTS** (it is the current situation) **FORGET SWIPE CARDS**, since it will be easily handled in the classroom level with the help of proper behavioral discipline training approach. (See the CT Action and DC Action part)
- Parents' Action:
 - **INSTANT LATE REPORING** will be sent to parents' SMS. **This improves the monitoring process of students' lateness.**
 - Parent-Teacher Association was informed about this. They all supported to this project. (**enhance HOME-SCHOOL COOPERATION**)
 - In order to ensure the correct records on sending SMS messages and to enhance the privacy of on sending SMS to our parents, all parents had received individual school notices stating the objective of this project and asking for confirming their phone numbers on receiving SMS messages (or they could provide one for receiving SMS messages).

- Class Tutors' Action:
 - Bring notebook / tablet computer to the class room with School WIFI connected.
 - No paper attendance book is needed. They just have to login to the web page to see the swipe card status of their students.
 - In case students forget to swipe card / lost card / etc., CT just need to modify the student attendance record directly **ONLINE**, with any remark such as "forget to swipe card". **The ONLINE record is hence verified directly by CT in the classroom. (NO VERIFICATION IS NEEDED FOR ADMINISTRATION OFFICE)**
- Administrative Staff's Action:
 - Late students without card swiping will be recorded on paper. Administrative staff just has to manually enter those records into the system.
 - Admin staff just have to login to the octopus web page to get the summary of the whole school verified attendance records. **(NO NEED TO TURN OVER 29 ATTENDANCE BOOKS ANYMORE)**
- Discipline Committee's Action
 - Late summary records can be easily viewed through the octopus system.
 - No swipe card summary record can be generated **effortlessly**. It was proposed that students who forget to swipe card 3 times in a month will receive a penalty in order to enhance the effective on using cards

Implementation timeline and status:

- **(2012-2013 DEC-JUN)** The system was installed in **DEC 2012**, but **not** functioning at the beginning. We sent a formal letter of complaint at **12 APR 2013**. The system was **fixed** in **JUN 2013**.
- **(2012-2013 JUN-AUG)** We also requested the Company to **customize** the system in order to help us suit the process. (Originally, it can't) They were cooperative in helping. The function was finally ready in **AUG 2013**.
- **(2013-2014 SEP)** Students are getting used to swipe cards in SEP 2013. (> 80%) Hence, we believe, with the formal kick off of the system, the swipe card rate will be further increased.
- **(2013-2014 OCT)** Training was provided to Form 3 Class Tutors.
- **(2013-2014 OCT)** Form 3 started using the system.
- **(2013-2014 NOV)** As the system is stable, we provide training for Form 1-Form 2 Class Tutors.
- **(2013-2014 NOV)** Form 1- Form 2 started using the system
- **(2013-2014 JAN)** It is planned that Form 4-Form 6 Class Tutors will be trained and Form 4-Form 6 start using the system.
- **(2013-2014 JAN)** **New WI-FI system (TENDERED PROJECT)** will be installed. All classrooms can be access WIFI easily. Before the new WI-FI system is installed, those classroom without WI-FI coverage will have wired cable provided.

2. (Staff Attendance Taking)

Objectives:

- Reduce the time of staff attendance taking and doing statistics.
- No paper attendance book is needed.

Implementation timeline and status:

- (2012-2013 DEC) All teachers were asked to register their cards
- (2012-2013 JAN) All teachers started attendance taking.
- (2012-2013 JAN+) All teachers' attendance could be checked easily online and the records were accurate.

3. (Money Collection)

Objectives:

- Reduce the time for CT to handling cash.
- Facilitate the accounting and cash handling process in item purchasing. Exact amount (up to cents) can be collected easily, to meet the requirement for auditing.

Status:

- (2012-2013 FEB) System was ready to use.
- (2012-2013 DEC-JAN) Students were asked to register their cards.
- (2012-2013 FEB-AUG) The process is fine-tuning. Students need time to get used to pay money by card. Some of them normally forgot to pre-add money into their cards.
- (2013-2014 SEP+) Students were getting used to the system. No cash transition was accepted in purchasing school items. It did save teachers' and staff time in money handling.
- (2013-2014 SEP+) Weekly reports were generated easily and correctly for financial purposes.

4. (Activity Attendance Taking: Detention Class and Athletic Meet)

Objectives:

- **Reduce** the attendance record handling **time** for the discipline team in the student activities including detention classes and athletic meet.

Proposed Logistics:

- Students' Action:
 - Students swipe cards at the entrance areas
 - Students who do not have card will be recorded manually. Data will then be inputted manually to the system.
- Admin Staffs' Action:
 - A single click report summary will be generated.

Implementation timeline and status:

- **(2012-2013 JUN-AUG)** We requested the Company to customize the system in order to help us suit the process. They were cooperative in helping and customizing the system for our need.
- **(2013-2014 OCT)** We started using the system for Applied Learning Saturday classes.
- **(2013-2014 OCT)** We started using the system for regular prefect meetings.
- **(2013-2014 NOV)** We started using the system for after-school detention classes from Monday to Friday.
- **(2013-2014 DEC)** As the system is quite stable, it would be further introduce to other activities through teachers' training to teacher advisors.

5. (Email System)

Objectives:

- To solve the security hole of the old intranet system.

Status:

- **(2012-2013 JAN)** The new intranet system was in place, together with the old intranet system. Users were recommended to use the new intranet system for communication and back up the old information in the old intranet system.
- **(2012-2013 JAN)** Teachers were training in staff briefing.
- **(2012-2013 FEB-MAR)** Students were trained in their Computer Literacy lessons.
- **(2012-2013 MAR)** Training to parents was given to the parents through the Parents' Forums.
- **(2012-2013 MAR)** School notice including the operation guide were given out and put on the school website for downloading.
- **(2012-2013 JUL)** The old intranet system was removed from the school website.
- **(2012-2013 SEP)** All parents and students (including new comers) were using the new intranet system for communication.

6. (E-notice) & SMS

Objectives:

- To reduce Class Tutors' time in handling school notice collection
- Paperless environment
- To reduce staff time to print and distribute the school notice

Proposed Logistic and schedule

- **(2013-2014 OCT+)** A special school notice in paper form to talk about the use of E-notice and the corresponding manual will be sent out.
- **(2013-2014 OCT+)** Parents could login to the E-class to endorse the notice.
- **(2013-2014 OCT+)** All school notices except those with money handling would be issued in E-class.
- **(2013-2014 NOV+)** Training Sessions for parents will be provided in Saturdays.
- **(2013-2014 NOV+)** SMS message will be sent to parents after the E-notice is issued.
- Detailed Implementation Schedule for reference:
 - **(2013-2014 OCT)** Form 3 teacher Training: Staff Briefing
 - **(2013-2014 OCT)** Form 3 E-notice kick off
 - **(2013-2014 NOV)** Form 3 parents' training
 - **(2013-2014 NOV)** Form 3 Parents receiving remind on issuing school notices through SMS messages.
 - **(2013-2014 NOV)** Form 1-2 teacher Training: Staff Briefing
 - **(2013-2014 NOV)** Form 1-2 E-notice kick off
 - **(2013-2014 DEC)** Form 1-2 parents' training
 - **(2013-2014 DEC)** Form 3 Parents receiving remind on issuing school notices through SMS messages.
 - **(2013-2014 JAN+)** Form 4-6 after evaluating the process and experience in Form 1-3.

7. (E-learning)

Objectives:

- To enhance E-learning experience

Status:

- **(2013-2014 OCT)** e-Classroom is ready to use. Computer subject helped to create some good practices in using the system.
- **(2013-2014 OCT)** LS project module and Project learning module was ready. LS and F3 CS tried to create some good practices in using the system.
- **(2013-2014 JAN+)** AFC is purchasing a book report module for the reading committee to promote reading.

8. SMS system

Objective in QEF proposal:

- Improve the communication between school and parents.

Status:

- **(2013-2014 OCT)** It was ready to use. It is used in the INSTANT LATE reporting.
- **(2013-2014 NOV+)** It can be used for communication about issuing of new school notice or other events, especially for urgent information.

9. (Homework System)

Objectives:

- This is not an objective in the QEF project, but a value-added service.

Status:

- **(2013-2014 OCT)** It was ready to use. Due to many effective groupings in senior forms, e-Class homework system is especially good for senior form students to input homework records.
- **(2013-2014 NOV)** Training to the Form 4-Form 6 monitors and subject monitors were conducted. They would use it for keeping homework records for students, parents and teachers to check which results an effective communication.
- Junior Section decided not to use the new system at this moment, but IT-department is ready to support the JSS to use this system anytime.

10. Library System

Objectives:

- This is not an objective in the QEF project, but a value-added service.
- It is used to integrate the library system (Single system solution). It can be integrated with the reading program module.

Status:

- **(2012-2013 SUMMER)** All books are returned. Start doing the system migration. Data migration from old system to new system.
- **(2013 SEP)** could not fix some bugs in the data migration process and the library circulation service was suspended.
- **(2013 OCT)** solved the problem and the system was started to use.