

## INFORMATION TECHNOLOGY (IT) OR INFORMATION AND COMMUNICATION TECHNOLOGY (ICT)

### PITT and SITT (PICTT and SICTT)

Any account of ICT developments in the ESF must acknowledge the work of the Primary and Secondary IT co-ordinators (who meet centrally as PICTT and SICTT)

Special thanks to the chairs of both groups.. Marjory Anderson (KS), and Andy Statham (IS).

### I.T. Entitlement Curriculum

[http://www.shambles.net/filearea/fa010/ESF\\_ITaims](http://www.shambles.net/filearea/fa010/ESF_ITaims)

An I.T. entitlement curriculum for ESF students was first constructed by PITT and SITT five years ago and builds on the 'National Curriculum' of 'England and Wales'.

Schools have used this to produce their own frameworks and individual schools are looking at "Indicators of Excellence" for this curriculum.

### ESF Web Sites

[www.esf.edd.hk/](http://www.esf.edd.hk/)

The first ESF-central website <<http://www.esf.edu.hk/>> was updated in June 2000, this is aimed specifically at the public and gets about 200 'hits' every day.

### Shambles

[www.shambles.net](http://www.shambles.net)

"Shambles" was established as a Bulletin Board in 1992 and then moved onto the internet in 1996, it is designed to support all members of the ESF Community, parents, students, teachers and support staff.

Shambles exists to complement learning and teaching.

In 2000-2001 Shambles was migrated from an Acorn server to an NT server and a new search engine built. There are over 11,000 links to education websites around the world, the new search facility make it even easier to find those links.

Shambles is a valuable resource, most of which is open not only to staff but also students and parents.

### School Web Sites

Most schools have their own website which can be accessed from: <http://www.esf.edu.hk/schools.html>

1861	telegraph
1875	telephone
1919	radio
1926	o'ceas tel. calls
1948	broadcast TV
1961	comm. satellites
1969	ARPANET
1971	email
1972	computer conf
1978	BBS
1989	Internet
1992	www
NOW	what next?

# INFORMATION TECHNOLOGY



### ESF IT ADVISOR

Chris Smith, Head of JCSRC, will again be providing ICT support this year for about sixty percent of his time.

The main functions being:

- to support the implementation of the IT development plan
- to review and modify the IT development plan
- to support IT staff / co-ordinators
- to provide school-based support to staff
- to organise the ICT training programmes planned for teaching and support staff, in particular the ICAA scheme and that for librarians and SEN staff.
- to develop and maintain the ESF internet web site especially those areas supporting teaching and learning.
- to promote IT in the ESF community

## ICT DEVELOPMENT PLAN

### **I.T. DEVELOPMENT PLAN**

[HTTP://WWW.SHAMBLES.NET/DEVPLANS/](http://www.shambles.net/DevPlans/)

During 1996-97 a full IT audit was completed and a five year IT development plan compiled for the ESF. This is reviewed annually during the Autumn term.

Copies are available online at the above address.

### **I.T. DEVELOPMENT PLAN: BUDGET**

All the financial implications relating from the ICT Development Plan have been 'spreadsheeted' and are available on 'Shambles' ..... click on "ESF Tools".

All of the items that follow are covered in more detail in the ESF ICT Development Plan.

### **Computer Hardware and Software**

In 1990-91 the ESF Executive agreed to a six year replacement programme for computer hardware in classrooms in order to supplement the expenditure made by individual schools.

In addition \$3million was made available centrally in October 1997 for schools to bid for. An additional \$3million was later made available for bids and purchases in 1998-99. These additional funds were mainly used by schools for installing computer networks.

In 1999-2000 a survey was carried out in order to 'benchmark' the hardware and software needs for the Foundation and a request made to budget for these benchmarks, it was quantified that about \$14 million needs to be spent each year to achieve these goals.

A sum of HK\$7 million was budgeted centrally to support schools in 2000-2001 for hardware and software needs. This is in addition to the budgets schools already manage themselves.

During 2000-2001 an additional capitation grant was also allocated to all schools of \$120 per student, it is hoped that this will be used specifically to improve the ICT provision in school libraries.

For 2001-2002 the initial replacement programme mentioned above has been terminated and a fund of HK8 million allocated centrally for IT hardware and software. A commitment has been made for this to be an annual fund over the next three years. It should be noted that this fund is to supplement school capitation and not replace it. The money will not be available until the January of each year and the administration had not been confirmed at the time of publication of Reshuffle.



### **NATIONAL TECHIES DAY**

Some time in October 2001 is National Techies Day in the USA and you could make it so in your own school.

Our IT technicians are doing a wonderful job, not just maintaining hardware and software but supporting teaching staff, especially ICT co-ordinators who can then spend more time with students and colleagues rather than machines.

So "Give Your Techie a Hug", for more details visit <http://www.techiesday.com> or allocate your own day.

ESF ICT technicians have a mailing list set up in order to improve communication, details are at :

<http://www.kgv.edu.hk/mailman/listinfo/tech-questions>

### **Computer Viruses**

The ESF has a licence for the Norton anti virus software for all PCs and Apple machines in schools, this is not transferrable to individual staff machines. Staff looking for anti-virus software can see details at <[www.shambles.net/webpages/teachandss/Virus/](http://www.shambles.net/webpages/teachandss/Virus/)> which is also a useful place to determine if viruses are real or hoaxes.

### **Internet Usage Policy**

In September '98 ICT Co-ordinators, with Chris Smith, produced a document designed to help schools write "Internet Usage Policies". There is no central ESF policy as it is a policy that has several variables across schools including not just the age of students but also how the staffing, curriculum and resources are organised.

The policy guidelines are extremely comprehensive and a copy is available from a link at the bottom of the "Shambles" main page.

### **Computer Hardware Maintenance (& Technicians)**

The contract for the maintenance of Acorn machines in schools has now been discontinued. There is no central contract for computers in the ESF although schools have the option of joining a scheme just for admin machines.

All primary schools now have between half and one ICT technicians and secondary have at least two with some also employing 'network or systems managers'

The need for additional technical and network support in schools is at the top of the ESF IT Development Plan priorities. Many ICT Co-ordinators and teaching staff are still spending too much time with machines rather than with students and colleagues.

### **Internet Access : Broadband**

All ESF schools have a minimum 1.5M/512k broadband internet connections.



**ICT TERMS TRANSLATED INTO CHINESE**

Do you want to know how IT terms translate into Chinese . then there is help online.

BECTA (in the UK) offer free information sheets with translations of IT terms into different languages such as Chinese, French, German, Japanese, Spanish, Italian, Hindi..... all downloadable from:

<http://www.becta.org.uk/technology/sayit/index.html>

But for the ultimate translations of IT terms into Chinese ... both traditional and simplified characters, including audio then visit the HK University at:

<http://cts.cse.cuhk.edu.hk/>

# SIMS & ALICE



## SCHOOLS INFORMATION MANAGEMENT SYSTEM - SIMS

The only thing constant in life is change. There were several changes in the area of SIMS usage and in the area of SIMS support. We have several new SIMS users in some schools and new technical support in other schools. There are also new developments in Capita(UK), as far as the latest version of SIMS is concerned.

All these bring us to the 3 major priorities this year for SIMS: a) basic and advanced training for new and old users, b) basic troubleshooting training for technical support and c) upgrading all primary and secondary schools to the new SIMS common platform version.



### Sims Training for users:

We are in the process of organizing SIMS training for SIMS users. Training will cover basic and advanced SIMS usage. Based on the survey we made, provisional dates for the training will be 16 to 19 of October.

### Sims Training for technical support:

Sims training for the technical support will be on the 14th of October. It will cover installation, upgrading common platform versions and troubleshooting common problems.

### Upgrade to SIMS SQL version 3.10:

As you very well know, index files of SIMS, under the current version, get corrupted easily. The new version, built over the SQL platform, should give us a much more robust application. We aim at upgrading all primary and all secondary schools to the new common platform version 3.10 by 4th quarter this year.

**Jeff Abiera / ESF SIMS co-ordinator.**

<jabiera@fmo.esf.edu.hk>

## ALICE LIBRARY SYSTEM

The 'Alice for Windows' library software is used by all ESF school libraries. Technical support is available from Softlink, Quenton Kam (tel:2881 5233/2396 1500 / qkam@etechworld.com / fax:2577 2283) in Hong Kong, office hours are 9:00-5:30. There is a local website but most details can be seen at <http://www.softlink.net.au>

In 2000-2001 a course for technicians on the technical issues of AfW was run twice, the course will be repeated this year.

The ESF co-ordinator for issues related to AfW is Jeff Abiera.



# INTEGRATED LEARNING

## INTEGRATED LEARNING SYSTEM / ILS

Last year Sha Tin Junior School piloted an Information & Communication Technology initiative on an Integrated Learning System from Systems Integrated Research, UK.

We looked at the literacy package called 'Global English,' with our primary three children. The package includes a variety of software, which runs reading, spelling, and grammar challenges for the children.

We tested the reading ages of the children at the beginning and at the end of a 10-week session on the programme to monitor their progress. All of the children made significant gains in their reading ages. The average increase in reading age of the 59 children rose by 8 months per child over a period of 2.5 months in the programme group.

There are three distinct advantages with the system.

- There is no doubt that in the short term there are considerable gains in reading for the majority of the children.
- The classroom management ensures that the teacher can work with smaller groups on other aspects of the curriculum when 10 children are gainfully employed for 20-25mins on the ILS computer system
- We have clusters of 10 computers that now can be utilised for other aspects of ICT when not being used for ILS.

The pilot scheme has been very successful. The 'Global' system is easy to manage and has obvious short-term educational gains. The children are at their appropriate level and are well motivated.

### Future Action

1. We would like to extend the program with the children into the P4 next year. We are in the process of installing the hardware into the Primary 4 with the help of the ESF annual hardware replacement scheme and PTA donations.
2. We would also like to include the Maths (numeracy) package at some point. Again software costs and possible further INSET costs will need to be considered.

We would be happy to invite other schools to SJS to see the program in action and discuss any issues involved.

**Ron James / SJS**





### 3-YEAR ICT INSET PROGRAMME 1999-2002

2001-2002 is the last year of our three year ICT INSET programme for all teaching and library staff.

## ICT 3-YEAR PROGRAMME

The timetable details are

#### BY THE END OF JULY 2002

All ESF teachers to have achieved the ICT expected outcomes as identified by UK TTA

< <http://www.teach-tta.gov.uk/ictmenu.htm> >

#### ICT INSET 1999-2000 :

- training the school "support assessors"
- These are a small team of staff in each school who know how the scheme works and are mentors for colleagues.  
2000-2002 would ensure all staff :
- achieve the expected TTA outcomes
  - have the opportunity to upgrade ICT skills

#### INSET 2000-2001 :

- about 300 mainstream staff start the ICAA ICT programme
- JCSRS staff and 'SEN Units' start the Inclusive Technology Programme
- most library staff start the Library Association ICT programme

#### INSET 2001-2002 :

- the last 300 mainstream staff start the ICAA ICT programme
- most library staff complete the Library Association ICT programme

#### SCHOOL-BASED

Most of the training is school-based learning involving the use of ICT in teaching & learning and NOT just ICT skills. Support materials available include:

- Paper-based - Video - CD:ROM - Internet
- Intranet - Support Assessors - ICAA staff - Students
- HK providers - colleagues - ICT co-ordinators - Chris Smith

#### Assessment is through:

Mainly uploaded materials to a website, including

- School Curriculum Plan
- Scheme of Work
- At least three lesson plans
- Individual action/development plan.



### ICT CERTIFICATES OF COMPETENCE / ITCC

The main ICT training for ESF teachers is on the use of ICT in teaching and learning ... and does not really involve itself with skills training or assessment directly.

One opportunity for accreditation of ICT skills is through the ITCC scheme.

Several ESF secondary and primary schools have been using the NDTEF (now ICAA) IT Certificates of Competence (ITCC) materials for the past few years.

At least one member of staff in all schools has been trained to be an ITCC accredited assessor.

This course is extremely useful as it lists clear criteria for assessing different skills in IT applications such as word processing, spreadsheets etc. and can be useful when teaching and assessing students of any age or even as an incentive for teachers when on IT courses.

The final certificate is issued by the University of London. For more details contact school IT staff or the S.E.Asia moderator Alan Dickson / Sha Tin College

< [adickson@netvigator.com](mailto:adickson@netvigator.com) >

Specific details are available at:

<http://www.shambles.net/ITinset/index.html#5>

#### SPECIAL NEEDS

The J.C.Sarah Roe staff and volunteers from the learning support classes did not follow the main ICT ICAA scheme last year but taking part in a programme run by the Inclusive technology consortium.

This involved a one week visit from facilitators during November 2000 and another in May 2001 with staff using email, conferencing and online materials to continue with the programme between the visits. Details and membership are at:

<http://www.shambles.net/ITinset/index.html#SEN>

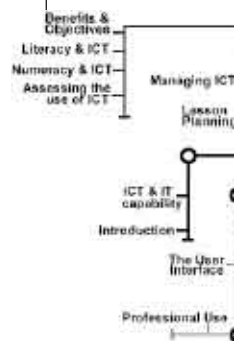
This programme turned out to be very successful for most participants and it is anticipated that the strengthened link with Inclusive Technology will be beneficial for years to come.

#### ESF LIBRARIANS

Starting in September 2000 Library staff from most ESF schools started an ICT training programme that involves five modules, one per term. Each module starts off with a one or two day session from UK facilitators from the Library Association and Canterbury Christ Church University College consortium. Details and membership are at:

<http://www.shambles.net/ITinset/index.html#11>

This year sees the last two modules with the starter sessions in September and January. The feedback from course members has been very positive and they have more than risen to the challenges presented.





### IT OPPORTUNITIES IN HONG KONG 2000-2001

There are some quite amazing INSET opportunities already in Hong Kong to support IT, not just skills but also teaching and learning using ICT. Although many are in Cantonese there are enough which use English to satisfy most needs.

These are not mentioned to replace the support from ICT co-ordinators but to supplement it.

## IT IN HONG KONG

### ICT SKILLS

There are lots of local companies that offer ICT skills training in Hong Kong. These can be customised for school needs and can be held at the companies training centres or on the schools' own premises.

A list of companies offering these services can be found at: [http://www.shambles.net/webpages/teachandss/INSET\\_IT/](http://www.shambles.net/webpages/teachandss/INSET_IT/)

All ESF schools have their own ICT skills programmes organised using both inhouse and external staff. It is worth noting that Island School is a MOUS Centre (Microsoft) and that South Island School is a DICE Centre (New Zealand)

### SKILLS ONLINE

Many IT skills may now be learnt using free online courses. A list is available at:

<http://www.shambles.net/webpages/schoolcomm/ITskills/>

### MACROMEDIA

Macromedia software such as Dreamweaver, Flash and Fireworks is being used more widely in the ESF specifically for building websites. Fortunately the Macromedia company have one day training events in Hong Kong about every three months, usually free. For details of the next one look at: <http://www.macromedia.com/ap/events/>

### CENTRE FOR IT IN SCHOOL AND TEACHER EDUCATION

CITE was established in June 1998 to provide support for the education community in Hong Kong and to promote the use of IT for quality education.

Funded by the QEF it is based at the University of Hong Kong, <http://www.cite.hku.hk>, the director is Dr Nancy Law.

### HK CYBER CAMPUS TEACHER CENTRE

This facility is funded from the HK Quality Education Fund and is based at 113 Argyle Street next to the Mongkok KCR station. They run courses (mainly in Cantonese) and also have computer facilities and resources available for teachers.

<http://www.hkcampus.net/teacher/index.phtml>

### IT EXHIBITIONS AND CONFERENCES

During this academic year there are numerous IT exhibitions and conferences in Hong Kong ..... for full details visit the ESF online calendar which has links to the organiser's webpages.



## ONLINE ICT INSET SITES

### Online ICT Resources

ESF teaching staff have access to several excellent websites that specifically support the ICT INSET programme.

### ICAA Website

<http://www.icttg.co.uk/>

Part of the support given with our contract with ICAA (NOF trainers) to support ESF teacher ICT INSET is access to a website. Each member of staff has their own user ID and password; ask your ICT co-ordinator if you do not know yours. The site is a growing resource with hundreds of UK teachers now posting their projects online and available for viewing; this will get even better with time.

As part of the assessment for certification staff are encouraged to upload the required evidence onto this site.

### KITSch

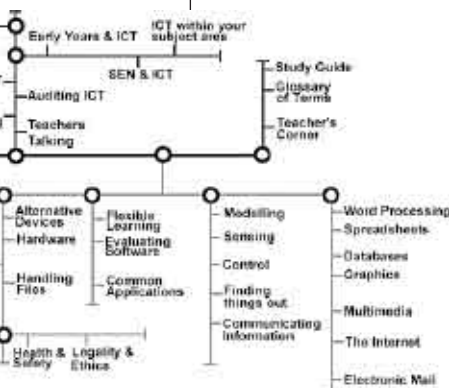
<http://www.cant.ac.uk/kitsch/>

KITSch, the Kent IT in School Partnership (KITSch) is a partnership between Canterbury Christ Church University College and The Kent Advisory Service (KAS). They are one of the approved training organisers for the UK ICT INSET programme for teachers.

Although the ESF is actually with another training group (ICAA) KITSch are giving access, for ESF teachers, to their online resources at the web address above. There is a common login name 'hk13k' and password (*ask your ICT co-ordinator what this is*).

If you wish you have your own personal ID and password, which enables you to complete the online needs analysis, then this can be provided for you, details also with your ICT co-ordinator.

This is an amazing offer from KITSch and a visit to the site is highly recommended, especially **DISTRICT** at <http://kitsch.cant.ac.uk/district/map.htm>



The DISTRICT Map