

Name of School: Diocesan Boys' School Primary Division (District: Kowloon City)

Work Plan on the Use of Strengthening School Administration Management Grant

(To be uploaded on the school's homepage)

We (the School) have read and understand the stipulations stated in the EDB Circular Memorandum No.21/2016 on Strengthening School Administration Management (SAM) Grant. The following work plan on the use of the SAM Grant is drawn up after consultation with the teachers:

Objective

After reviewing the operation of the school, the measures below will be devised to enhance the overall management of the school Intranet system so as to promote higher efficiency and to reduce the workload of staff members of the IT Department, Teaching Faculty and General Office of our school.

Area ¹	Expected Results	Item	Evaluation Criteria (Indicator)	Budget	Sustainable Development Plan
School premises management	<ul style="list-style-type: none"> Easier remote control and access of Intranet by IT staff members Maintenance and backup processed by Intranet provider eClass 	Purchase of eClass on the Cloud (1/5/2017 – 30/4/2020) 3 years	<ul style="list-style-type: none"> Higher efficiency in getting remote access of the Intranet by IT staff members in an outside school environment Maintenance and backup can be processed in case of power failure 	HK\$51,900	Continual usage among staff members of the IT Department, Teaching Faculty and General Office.

Signature of Supervisor : 

Name of Supervisor : The Most Reverend Dr. Paul Kwong

Date : 21 April 2017

***The remaining HK\$108,632 of the grant will be used in this academic year 2016/2017 and the next academic year 2017/2018.**

¹ Examples: Administrative procedure and framework / mechanism, financial management, student support / teaching-related administrative work, information management and communications, and school premises management.