

Education Bureau Circular Memorandum No. 81/2019

From: Secretary for Education

Ref: EDB(EID/ITE)/IT/PRO/223/10(3)

Date: 15 May 2019

To: Heads of All Government and Aided Schools (including Caput and Special Schools) and schools under the Direct Subsidy Scheme

Survey on Information Technology in Education for the 2018/19 school year

Summary

This circular memorandum requests primary, secondary and special schools to complete an online survey on Information Technology (IT) in education during the period from **17 May to 14 June 2019**.

Details

2. The Education Bureau (EDB) has been conducting the above survey since the 2015/16 school year to obtain a holistic understanding of the implementation of IT in education in public sector schools for reference of the EDB and schools. With the information collected, the EDB has strengthened the provision of resources and measures to support schools to implement IT in education.

3. We will conduct the survey for the 2018/19 school year to collect schools' views on the development of IT in education and relevant information. Schools are requested to visit the website at <https://edcity.hk/survey/itesurvey2019> and complete the online survey during the period from **17 May to 14 June 2019**. For details, please refer to the **Guidance Notes** attached. Your responses and feedback will be vital for the development of IT in education.

Enquiries

4. For enquiries, please contact Ms Wallis LIU at 3698 3611 or Mr Simon FUNG at 3698 3597 of the IT in Education Section.

Dr WC HO
for Secretary for Education

c.c. Heads of Sections – for information

Guidance Notes on Completing the Online Questionnaire

The softcopy of the questionnaire (PDF version) has been sent to schools by e-mail (Subject: Survey on Information Technology in Education for 2018/19) on **15 May 2019** so that schools can have a preview of the questions and collect relevant information before completing the survey.

Steps to complete the questionnaire:

1. Access the relevant webpage of the Hong Kong Education City (HKECL) via the following link: <https://edcity.hk/survey/itesurvey2019>
2. Log in
 - (a) For the first time

Click the box and press “Submit”.


- (b) For subsequent log-in

When log in, the survey system will generate a random “Anonymous Login Code” for schools to enter the relevant information. As this code is your **log-in key** to your questionnaire and **is not changeable**, please note it down.

3. Save the inputs

Steps for data inputs 請按以下步驟，輸入資料

1. Respond to all questions on each page of the questionnaire, press "Save" and then "Next" to move on. 回答問卷每一頁所有的問題後，按 "Save" 然後按 "Next" 至下一頁。
2. Have data revised if necessary, press "Save". 如有需要修訂資料後，按 "Save"。
3. Submit the questionnaire, press "Done". 遞交問卷，按 "Done"。
4. Print and save the completed questionnaire, first press "Print Response" to show the contents of the submitted questionnaire, and then, press (Ctrl p) and (Ctrl s) to print and save the document respectively. 列印及儲存填妥的問卷，先按 "Print Response"，以顯示已提交的問卷內容；然後，可按 (Ctrl p) 及 (Ctrl s) 分別列印及存檔。



Press "Save" to keep the inputs of each page.

4. Submit the completed questionnaire

Date of submission 遞交日期: *



If you need to check and revise the entered information, please **press "Save" before you leave** and use the "Anonymous Login Code" at the top right hand corner for logging in again. If you want to submit the survey now, please press "Done". **You are reminded that all the information entered cannot be revised once submitted.**

如你需要核對及修改所輸入的資料，請先按「Save」後離開，並用右上方的anonymous code以作日後再次登入。如欲現在提交問卷，請按「Done」。請注意，所輸入的資料提交後不能再作更改。



Note: as the inputs cannot be revised once submitted, please ensure all the information entered is correct before clicking "Done" to submit the completed questionnaire.

5. Print and save the questionnaire

Survey on Information Technology in Education for the 2018/19 school year [2018/19 學年資訊科技教育調查]

Survey Completed

Thank you for your participation!
感謝您的參與!

Please print and save the completed questionnaire. **first press "Print Response" to show the contents of the submitted questionnaire, and then, press (Ctrl p) and (Ctrl s) to print and save the document respectively.**

請列印及儲存填妥的問卷，先按 "Print Response"，以顯示已提交的問卷內容；然後，可按 (Ctrl p) 及 (Ctrl s) 分別列印及存檔。



First, press "Print Response" to show the contents of the submitted questionnaire. Then, press "Ctrl p" to print and "Ctrl s" to save the submitted questionnaire.

6. For enquiries on the technical issues of the online survey, please contact the HKECL at 2624 1000. For other enquiries, please contact Ms Wallis LIU at 3698 3611 or Mr Simon FUNG at 3698 3597 of the IT in Education Section.