#### 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**

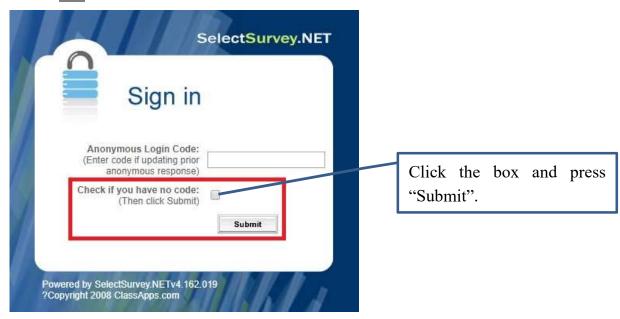
The softcopy of the questionnaire (PDF version) has been sent to schools by e-mail (Subject: Survey on Information Technology in Education for 2018/19) on **15 May 2019** so that schools can have a preview of the questions and collect relevant information before completing the survey.

## **Steps to complete the questionnaire:**

1. Access the relevant webpage of the Hong Kong Education City (HKECL) via the following link: <a href="https://edcity.hk/survey/itesurvey2019">https://edcity.hk/survey/itesurvey2019</a>

### 2. Log in

(a) For the <u>first</u> time



#### (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



4. Submit the completed questionnaire



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

5. Print and save the questionnaire



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.