Strengthening School Administration Management Grant

Points to Note*

1. The Strengthening School Administration Management Grant should be used for implementing the items set out in a school’s work plan, and should not be used for other purposes.

2. If a school wishes to revise the agreed work plan by adding or deleting any item in the course of implementation, it should consult its teachers again and seek the endorsement of its incorporated management committee/school management committee. The revisions should then be indicated in the updated work plan on the school website.

3. The sustainability of an item should be a matter of concern, and its subsequent development should not carry any recurrent financial implications for the Government.

4. Schools should not seek government funding from other sources to subsidise the same items.

5. The end-product of an item should only be used to enhance the effectiveness of school administration, and should not be commercialised for resale or other profit-making purposes.

6. In handling data of students, teachers and/or parents (by electronic or other means), schools and/or school sponsoring bodies should comply with the regulations under the Personal Data (Privacy) Ordinance (including those concerning the purpose and manner of data collection, as well as the use of, protection of and access to data). For details, please visit the website of the Office of the Privacy Commissioner for Personal Data (www.pcpd.org.hk).

7. Schools/school sponsoring bodies should ensure security of an information system when using information technology tools to strengthen administration management and communication. For details, please refer to the “IT Security in Schools - Recommended Practice” issued by the Education Bureau (EDB) (A full set available on http://www.edb.gov.hk/en/edu-system/primary-secondary/applicable-to-primary-secondary/it-in-edu/support.html) and other relevant government websites, such as the websites of InfoSec and the Office of the Government Chief Information Officer. If an information system is to be set up by/procured from an external service provider, appropriate security management procedures should be laid down to protect data and minimise the security risk associated with the information technology project/service and to ensure that relevant requirements and local legislation are complied with.

8. The block insurance policy taken out by the Government for aided and caput schools does not cover their legal liability for damage to/loss of any person’s property arising from the use of electronic/online systems. For details, please refer to “Insurance Specification” of “Block Insurance Policy” on EDB website (www.edb.gov.hk/en/sch-admin/admin/about-sch/sch-safety/index.html), particularly items 16 and 17 under “Exclusions” of “Public Liability Insurance”.

* The points to note are mostly applicable to schools participating in the Pilot Project on Strengthening Schools’ Administration Management.
9. If the implementation of an item might possibly involve any legal right or liability, schools and/or school sponsoring bodies should seek advice from legal professionals beforehand.

10. In developing/using an electronic financial management system, schools and/or school sponsoring bodies should adhere to the following principles to safeguard internal control:

- **Proper distribution of duties**
  To strengthen checks and balances, schools should assign different staff to handle different procedures in the procurement exercise. For example, an officer responsible for inviting quotations and inputting quotation data into the system should not perform the role of approving officer. Schools should clearly specify the distribution of duties within the system.

- **Data confidentiality**
  Quotation and tender information should be kept confidential with restricted access on a need-to-know basis. Schools should ensure that only those involved in a particular procurement exercise have access to the relevant information on the system.

- **Access right control**
  Schools should assign officers at the appropriate rank to manage the setting of access right to a system. The list of authorised users should be compiled and verified by at least two officers. The list of authorised users as well as the access right of individual users should be updated on a regular basis, particularly in the event of staff movement.

- **Record retention**
  Schools should print out procurement documents and keep them properly for audit purposes, and should ensure that procurement arrangements are made in accordance with the prevailing circulars and guidelines.

- **System security**
  Schools should formulate policies and measures to ensure the security and reliability of a system, such as reminding users to keep and use their login names and passwords in a proper manner, to change login passwords on a regular basis, and to avoid handling approval procedures on the system by accessing a communal computer.

Education Bureau
August 2016 (revised)

* The points to note are mostly applicable to schools participating in the Pilot Project on Strengthening Schools’ Administration Management.