

## 資訊科技教育卓越中心(CoE)計劃 IT in Education Centre of Excellence (CoE) Scheme 到校支援服務申請表 On-site Support Services Application Form

由教育局資訊科技教育組安排 CoE 學校進行到校支援。請於預期接受到校支援服務日期的**兩個月前**以傳真(2382 4403)或電郵([itecoe@edb.gov.hk](mailto:itecoe@edb.gov.hk))遞交此申請表，以便本組安排到校支援工作。如有查詢，請致電 3698 3667 與資訊科技教育組聯絡。

The EDB IT in Education Section will arrange CoE Schools to conduct the on-site support. Please submit this application form by fax (2382 4403) or email ([itecoe@edb.gov.hk](mailto:itecoe@edb.gov.hk)) at least TWO MONTHS before the expected date of the on-site support services to facilitate our arrangement. For any enquiry, please contact the IT in Education Section at 3698 3667.

### 日期及時間 Proposed Date and Time

請填寫至少一個日期及時間。Please enter at least a set of date and time.

	日期 Date (YYYY-MM-DD)	時間 Time	
		由 From	至 to
首選			
次選			
其他			

是次活動教師人數

Number of teacher participants

### 支援服務的項目 Options for Support Services

- (A) 推廣資訊素養及電子安全 (包括評鑑和符合道德地使用資訊)  
Promoting Information Literacy (IL) and e-safety (including evaluation and ethical use of information)
- (B) 分享電子學習規劃的經驗  
Experience sharing on planning of e-learning
- (C) 網上實時授課／混合模式學習  
Real-time online teaching / blended learning
- (D) 製作教學短片／翻轉教學  
Production of pre-recorded teaching videos / Flipped learning
- (E) 使用應用程式促進網上學與教的電子評估  
Using apps to enhance e-assessment of online learning and teaching
- (F) 使用電子學習應用程式／工具促進網上學與教的互動  
Using e-learning apps / tools to enhance interactions in online learning and teaching
- (G) 使用學習管理系統(LMS)／雲端服務  
Using Learning Management System (LMS) / Cloud Services
- (H) 使用電子課本及網上學習資源  
Using e-textbooks and online learning resources
- (I) 就個別學科的教學法提供意見及支援 (請填寫下一條問題)  
Pedagogical support for individual subjects (Please fill in the next question)
- (J) 使用電子學習工具支援跨境學生的學習  
Using e-learning tools to support the learning of Cross-Boundary Students
- (K) 應用資訊科技支援有特殊教育需要(SEN)的學生  
Using IT to enhance the learning of students with special educational needs (SEN)
- (L) 應用資訊科技工具推動 STEAM 教育  
Using IT tools to promote STEAM education
- (M) 推行自攜裝置(BYOD)  
Implementation of "Bring Your Own Device" (BYOD)
- (N) 技術支援 (例如：設定 Office 365、Google Workspace for Education 戶口等)  
Technical Support (e.g. account setup for Office 365, Google Workspace for Education, etc.)
- (O) 就與電子學習相關的家長教育／支援提供培訓  
Training on parent education / support on e-learning
- (Z) 其他 (請註明)  
Others (Please specify) \_\_\_\_\_

\* 若你選擇「就個別學科的教學法提供意見及支援」，請點選以下項目：

If you choose "Pedagogical support for individual subjects", please choose from the followings:

- |  |   |
|--|---|
| <input type="checkbox"/> 小學中國語文<br>Chinese Language (Primary) <input type="checkbox"/> PCL | <input type="checkbox"/> 中學中國語文<br>Chinese Language (Secondary) <input type="checkbox"/> SCL                                |
| <input type="checkbox"/> 小學英國語文<br>English Language (Primary) <input type="checkbox"/> PEL | <input type="checkbox"/> 中學英國語文<br>English Language (Secondary) <input type="checkbox"/> SEL                                |
| <input type="checkbox"/> 小學數學<br>Mathematics (Primary) <input type="checkbox"/> PM         | <input type="checkbox"/> 中學數學<br>Mathematics (Secondary) <input type="checkbox"/> SM  |
| <input type="checkbox"/> 小學常識<br>General Studies (Primary) <input type="checkbox"/> PGS    | <input type="checkbox"/> 中學公民與社會發展科<br>Citizenship & Social Development (Secondary) <input type="checkbox"/> SCSD           |
| <input type="checkbox"/> 小學藝術教育<br>Arts Education (Primary) <input type="checkbox"/> PAE   | <input type="checkbox"/> 中學科學教育<br>Science Education (Secondary) <input type="checkbox"/> SSE                               |
| <input type="checkbox"/> 小學體育<br>Physical Education (Primary) <input type="checkbox"/> PPE | <input type="checkbox"/> 中學科技教育<br>Technology Education (Secondary) <input type="checkbox"/> STE                            |
|  | <input type="checkbox"/> 中學個人、社會及人文教育<br>Personal, Social & Humanities Education (Secondary) <input type="checkbox"/> SPSHE |
|  | <input type="checkbox"/> 中學藝術教育<br>Arts Education (Secondary) <input type="checkbox"/> SAE                                  |
|  | <input type="checkbox"/> 中學體育<br>Physical Education (Secondary) <input type="checkbox"/> SPE                                |

簡述貴校推行電子學習所遇到的困難及對是次支援的期望。

Briefly describe the difficulties encountered by your school in implementing e-learning and also the expected outcomes of this support.

如空間不足，請另頁填寫。Please use separate sheets if the space of the box above is insufficient.

### 學校資料 School Information

學校名稱 School Name: \_\_\_\_\_

學校類別 School Type:  小學 Primary  中學 Secondary  特殊學校 Special School

資助模式 Finance Type:  資助 Aided  官立 Government

直接資助計劃 Direct Subsidy Scheme  按額津貼 Caput

分區 District:  新界東 NT East  新界西 NT West  九龍 Kowloon  香港島 HK Island

申請人姓名

Name of Applicant: \_\_\_\_\_

手提電話 Phone no.: \_\_\_\_\_

電郵地址 Email address: \_\_\_\_\_

校長姓名

Name of School Head: \_\_\_\_\_

校長簽署

Signature of School Head: \_\_\_\_\_

日期

Date: \_\_\_\_\_

校印  
School Chop

### 個人資料收集聲明 Personal Information Collection Statement (PICS)

請閱讀此申請表的個人資料收集聲明。遞交此表格，即代表申請人及校長已閱讀並同意本申請表的個人資料收集聲明。

Please read the PICS of this application form. By submitting the form, the applicant and the school head confirm that they have read and agree with the PICS of this application form.

**資訊科技教育卓越中心(CoE)計劃**  
**到校/遙距支援服務申請表**  
**個人資料收集聲明**

收集個人資料的目的

1. 你在本表格提供的個人資料，會供教育局用於以下一項或多項用途：
  - (a) 處理、核實及查證就支援服務的申請；
  - (b) 就上文(a)項所述申請的處理、核實及查證，將個人資料與政府相關政策局／部門資料庫進行核對；
  - (c) 將個人資料與教育局資料庫進行核對，以核實／更新教育局的記錄；
  - (d) 培訓及發展，包括發出計劃／活動邀請、處理發還課程費用申請、評審提名、獎項和獎學金，以及監察達標進度；
  - (e) 處理及審核撥款／補助／津貼申請、發放撥款／補助／津貼，以及審計；
  - (f) 編製統計資料、研究及政府刊物；以及
  - (g) 執行規則及規例[包括《教育條例》(香港法例第279章)及其附屬法例(例如《教育規例》、《補助學校公積金規則》、《津貼學校公積金規則》)和《資助則例》)]。
  
2. 你必須按本表格的要求及於本局處理本表格的過程中提供個人資料。假如你沒有提供該等個人資料，本局可能無法辦理或繼續處理申請。

可獲轉移資料者

3. 你提供的個人資料會供教育局人員取閱。除此之外，本局亦可能會向下列各方或在下述情況轉移或披露該等個人資料：
  - (a) 政府其他政策局及部門，包括教育局，以用於上文第1段所述的用途；
  - (b) 與本表格相關的學校，以用於上文第1段所述的用途；
  - (c) 你曾就披露個人資料給予訂明同意；以及
  - (d) 根據適用於香港的法例或法庭命令授權或規定披露個人資料。

查閱個人資料

4. 你有權要求查閱及更正教育局所持有關於你的個人資料。如需查閱或更正個人資料，請以書面向以下人士提出：行政主任(資訊科技教育)1 (地址：九龍九龍塘沙福道19號教育局九龍塘教育服務中心東座4樓E420室或電郵：exoite1@edb.gov.hk)。

**Information Technology in Education Centre of Excellence (CoE) Scheme  
On-site/Remote Support Services Application Form  
Personal Information Collection Statement**

Purpose of Collection

1. The personal data provided by you in this form will be used by the EDB for one or more of the following purposes:
  - (a) Activities relating to the processing, authentication and counter-checking of the form for application for support services;
  - (b) Activities relating to matching of the personal data with the database of other relevant Government bureaux / departments in connection with the processing, authentication and counter-checking of the application mentioned in (a) above;
  - (c) Activities relating to matching of the personal data within the database of EDB for purposes of verifying / updating records of the EDB;
  - (d) Activities relating to training and development including invitation of participation in programmes/activities, applications for reimbursement of course fees, assessment of nominations, awards and scholarship, and monitoring of attainment progress;
  - (e) Activities relating to the processing and vetting of applications for, and disbursement of, funding / grants / subsidies, and conducting of audits;
  - (f) Activities relating to compilation of statistics, research and Government publications; and
  - (g) Activities relating to the administration and enforcement of rules and regulations including the Education Ordinance (Cap. 279), its subsidiary legislation (such as the Education Regulations and the Grant/Subsidized Schools Provident Fund Rules) and the Codes of Aid.
  
2. The provision of personal data required by this form and during the processing of this form is obligatory. In the event that you do not provide those personal data, we may not be able to handle or further process the application.

Classes of Transferees

3. The personal data you provide will be made available to persons working in EDB. Apart from this, they may be transferred or disclosed to the parties or in the circumstances listed below:-
  - (a) other Government bureau and departments, including Education Bureau, for the purposes mentioned in paragraph 1 above;
  - (b) the school in which the form relates for the purposes mentioned in paragraph 1 above;
  - (c) where you have given your prescribed consent to such disclosure; and
  - (d) where such disclosure is authorised or required under the law or court order applicable to Hong Kong.

Access to Personal Data

4. You have the right to request access to and correction of your personal data held by EDB. Request for access or correction of personal data should be made in writing to Executive Officer (IT in Education)1 at Room E420, 4/F, East Block, EDB Kowloon Tong Education Services Centre, 19 Suffolk Road, Kowloon Tong, Kowloon or email to [exoite1@edb.gov.hk](mailto:exoite1@edb.gov.hk).