The EDB ITE section will arrange CoE school to conduct the on-site support.	**2017/18 IT in Education Centre of Excellence (CoE) Scheme** **On-site Support Services Application Form**	Official Use: CoE _____

1.	First time to apply for CoE On-site Support Services? ☐ Yes ☐ No Number of teacher participants: _____ Proposed date of on-site support services Option 1* Date：_____ (Mon / Tue / Wed / Thu / Fri) Time：_____ AM / PM Option 2* Date：_____ (Mon / Tue / Wed / Thu / Fri) Time：_____ AM / PM Option 3* Date：_____ (Mon / Tue / Wed / Thu / Fri) Time：_____ AM / PM

2.	**Options for On-site Support Services (Can choose ONLY one option from A, B, C or D)**：## Seconded teachers of CoE Scheme will contact the applicant to conduct a pre-meeting
	
	☐ **A.** Support School Staff Development Day (Seminar or workshop, about 2 to 3 hours, recommend to choose not more than three items)
	    ☐ Introduce how to use tablet computer Apps to facilitate classroom learning and teaching
	    ☐ Introduce how to use build-in functions of tablet computers to facilitate learning and teaching
	    ☐ Introduce how to use tablet computers to conduct mobile learning
	    ☐ Introduce how to use Learning Management System (LMS) / Cloud Services Please specify : _____
	    ☐ Understand and handle e-safety issues (e.g. internet safety, healthy and ethical use of computing devices)
	    ☐ Introduce how to promote information literacy
	    ☐ Share experience for curriculum planning on e-learning
	    ☐ Other（Please specify）_____
	☐ **B.** Pedagogical support for individual subject (Choose ONLY one)
	    Please specify the class level: _____
	    ☐ Chinese Language (Secondary) ☐ Chinese Language (Primary) ☐ Physical Education (Primary)
	    ☐ English Language (Secondary) ☐ English Language (Primary) ☐ Arts Education (Primary)
	    ☐ Mathematics (Secondary) ☐ Mathematics (Primary)
	    ☐ Liberal Studies (Secondary) ☐ General Studies (Primary)
	    ☐ Science and Technology (Secondary)
	    ☐ Personal, Social & Humanities Education (Secondary)
	☐ **C.** Introduce how to use IT to enhance the learning of students with special educational needs (SEN) (Seminar or workshop)
	☐ **D.** Technical Support
	    ☐ Support for implementation of BYOD
	    ☐ Support for setup of cloud services (e.g. Office 365, Google Education etc) Please specify:_____

3.	WiFi available at the venue? ☐ Yes ☐ No Tablet computers available? ☐ Yes Please specify the model and number of tablet computers available: _____ ☐ No
4.	Briefly describe difficulties encountered by school in implementing e-learning and also the expected outcomes of this on-site support activity

Name of School：_____ ☐ Primary ☐ Secondary ☐ Special School

Location： ☐ NTE ☐ NTW ☐ KT ☐ HK

Applicant： _____（Name）_____（Tel）

Email：_____

Name of School Head：_____

Signature of School Head：_____

Date：_____

School chop

＊ Please fax this application form to IT in Education Section of Education Bureau (Fax No. : 2382 4403) **at least TWO MONTHS** before the on-site support. For any enquiry, please contact Mr Lam (Tel: 3698 3669) or Mr Fan (Tel: 3698 4448).