Education Bureau Circular Memorandum No. 51/2025

From: Secretary for Education

Ref: L/M (6) in 1042-2025-8080-9015-00002

Date: 26 March 2025

To: Heads of All Government and Aided (including Special Schools), Caput and Direct Subsidy Scheme Primary and Secondary Schools

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Digital Education Centre of Excellence

Summary

This circular aims to inform schools that the "IT in Education Centre of Excellence" under the Education Bureau ("EDB") has been renamed the "Digital Education Centre of Excellence" and outline its services.

Background

2. To align with the national strategy for the digitalisation of education and nurture talents in innovation and technology, the EDB will continue to promote digital education in primary and secondary schools. The focus of digital education is to enhance students' digital literacy and skills and to nurture them to become responsible citizens and lifelong learners. The EDB has been supporting schools through diverse strategies, including providing teacher training and professional support, to help schools formulate school-based plans for the digitalisation of learning according to their specific circumstances and development needs. This enables schools to make good use of information and innovative technology to enhance learning and teaching effectiveness.

Details

3. In line with the above strategy to promote digital education, the "IT in Education Centre of Excellence" has been officially renamed the "Digital Education Centre of Excellence" ("CoE"). The CoE comprises serving teachers seconded to the EDB who have successful experience in implementing digital education. The EDB annually invites government and aided primary and secondary schools, special schools and Direct Subsidy Scheme schools to join the CoE Scheme through the Circular Memorandum on the Annual Teacher Secondment Exercise. For details, please refer to Education Bureau Circular Memorandum No. 16/2025. In this school year (2024/25), a total of 13 primary, secondary, and special schools have been selected as CoE schools.

4.   The EDB, in collaboration with the CoE schools and relevant organisations, continues to strengthen on-site support services and teacher professional training (especially in artificial intelligence in education) to facilitate other schools in developing digital education. The details are as follows:

<u>On-site Support Services</u>

5.   The CoE aims to support schools in implementing digital education and e-learning. Schools are encouraged to apply for the on-site support services provided by the CoE. These services are open for school applications throughout the year, divided into six major series: Artificial Intelligence, Pedagogy, e-Leadership, Technical Support, Subject-related and Information Literacy. For details, please visit the CoE on-site support services webpage (https://www.edb.gov.hk/en/edu-system/primary-secondary/applicable-to-primary-secondary/it-in-edu/on-sitesupportservices.html). The application form is also **attached**.

<u>Professional Development Programmes</u>

6.   The professional development programmes provided by the CoE are divided into six key series: e-Leadership, Pedagogy, Technology, Blended Learning, Subject-related and Information Literacy. The EDB uploads in a timely manner the latest courses provided by the CoE to the Training Calendar System for teachers to enrol. For details, please visit the webpage for Digital Education Professional Development Programmes (https://www.edb.gov.hk/en/edu-system/primary-secondary/applicable-to-primary-secondary/it-in-edu/pdp-ited.html).

Enquiries

7.   For enquiries, please contact Ms Angel YEUNG of the Information Technology in Education Section at 3698 3601.

P W YAN
for Secretary for Education

c.c.   Heads of Sections - for information

數字教育卓越中心**(CoE)**計劃 Digital 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不少於**兩個月前**以傳真（2382 4403）或電郵（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 3571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) 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 3571.

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 _____

支援服務項目（可選多於一項）Support Service Items (can choose more than one item)

人工智能系列 Artificial Intelligence (AI) Series

- ☐ (a) 人工智能的發展 Development of AI
- ☐ (b) 規劃人工智能於教學上的應用 Planning of application of AI in teaching
- ☐ (c) 人工智能素養 AI literacy
- ☐ (d) 人工智能與教育倫理 AI and ethics
- ☐ (e) 人工智能於教學及課程設計 AI in pedagogical and curriculum design
- ☐ (f) 人工智能與個性化學習 AI and personalised learning
- ☐ (g) 人工智能與自主學習 AI and self-directed learning
- ☐ (h) 人工智能與師生互動 AI and student and teacher interaction
- ☐ (i) 人工智能於評估及回饋 AI for assessment and feedback
- ☐ (j) 人工智能於學校行政支援 AI for school administrative support

教學法系列 Pedagogical Series

- ☐ (k) 運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
- ☐ (l) 運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
- ☐ (m) 運用資訊科技支援有特殊教育需要的學生 Using IT to support the learning of students with special educational needs
- ☐ (n) 應用資訊科技工具推動 STEAM 教育 Using IT tools to promote STEAM education
- ☐ (o) 混合模式學習的經驗分享 Experience sharing on blended mode of learning
- ☐ (p) 製作教學短片以支援混合模式學習 Production of teaching videos to support blended mode of learning
- ☐ (q) 運用網上學習資源 Using online learning resources

電子領導系列 e-Leadership Series

- ☐ (r) 整體規劃電子學習的經驗分享 Experience sharing on overall planning of e-learning
- ☐ (s) 與電子學習相關的家長教育／支援 Parent education / support related to e-learning

技術支援系列 Technical Support Series

- ☐ (t) 推行自攜裝置 (BYOD) 的技術支援 Technical support for the implementation of Bring Your Own Device (BYOD)
- ☐ (u) 設定雲端服務的技術支援（例如：為Office 365、Google Workspace for Education等設置戶口）Technical Support for setup of cloud services (e.g. account setup for Office 365, Google Workspace for Education, etc.)

與學科有關系列 Subject-related Series

- ☐ (v) 就個別學科電子學習相關的教學法提供支援（請在本表格後頁點選相關科目）Pedagogical support for individual subjects on e-learning (Please choose the relevant subjects on the next page)

資訊素養系列 Information Literacy Series

- ☐ (w) 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)

- ☐ (x) 其他（請註明）Others (Please specify): _____

* 若你選擇「就個別學科電子學習相關的教學法提供支援」，請點選以下項目：
  If you choose "Pedagogical support for individual subjects on e-learning", please choose from the followings:

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

（空白框）

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 Mobile 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.

數字教育卓越中心(CoE)計劃
到校支援服務申請表
個人資料收集聲明

<u>收集個人資料的目的</u>

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。

<u>可獲轉移資料者</u>

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。

<u>查閱個人資料</u>

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)。

Digital Education Centre of Excellence (CoE) Scheme
On-site 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.