Survey of Schools: ICT and Education (ESSIE)

School Coordinator Manual

for Primary Schools in Ireland

European Schoolnet

Service d'Approches Quantitatives des faits éducatifs

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European Commission
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This study has been commissioned by the European Commission, Directorate Information Society and Media.

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Introduction

Your school has been selected (ie. sampled using a random sampling process) as one of the Primary Schools in Ireland to take part in this European Survey of Schools: ICT in Education (ESSIE). The objective of the ESSIE survey is to assess progress made in Information and Communications Technology in education across 31 mainly European countries. The ESSIE team have developed online questionnaires on the availability, use, and attitudes to educational technology in schools. For practical reasons it is not feasible to survey all teachers and pupils, so it was decided at Primary school level to survey the school Principal and one 4th class teacher in selected Primary schools.

Your school has already agreed to take part in the Survey, and a School Coordinator (SC) for the survey has been selected.

This manual is intended to guide the School Coordinator (SC) for ESSIE through the two main tasks
   (1) identifying one 4th class group and their teacher who in addition to the School Principal will complete the survey
   (2) organising the collection of data

  Note: The Survey needs to be fully completed in your school by Thursday 15th Dec' 2011.

How will the school engage/interact with the survey?
The Survey is being carried out 'online' so communications between the school and the survey will be carried out using email and online communications (ie. via the survey websites). The process is explained in detail in this document.

In order to compare progress in ICT across countries, it is very important to obtain quality samples of schools and people in each country. Only correctly selected and representative respondents can yield internationally comparable findings.

It is very important that you follow all the steps specified in this manual in order to obtain valid international comparative data. You will be supported by your National Coordinator if needed.

NB: When the survey is completed the NCTE will provide a personalised and confidential survey report to each school that completes the survey. This should be a valuable document to support you school ICT planning process. Access will also be provided to the final Irish Report and wider ESSIE report covering 31 countries. This will enable you to carry out a self evaluation relative to other schools.

Thank you very much for your cooperation in this ICT survey.
Sincerely

The ESSIE Survey Team

1. OVERVIEW OF THE STUDY'S ORGANISATION

This study will collect data from schools via the school Principal, and from one teacher of a 4th class group (ie the teacher who has the main responsibility for the class). For practical reasons, no student questionnaires will be administered to 4th class pupils.

Note: Where you see reference to 'ISCED level 1' this refers to '4th class'.

The school Principal may be supported by the schools' ICT coordinating teacher (or equivalent) in completing questions about more technical aspects if needed.

2. RESPONSIBILITIES AND TASKS

The School Principal is required to complete the survey from a wider school perspective.
Your responsibilities as Survey School Coordinator are:

1) To coordinate the survey in the school and to engage directly with the ESSIE online survey system. The role also involves supporting the School Principal and the 4th Class teacher selected to respond to the survey.

2) to provide information to ESSIE's online survey system on the 4th classes within your schools. This information will allow the system to select automatically which one of the 4th class teachers (if there are more than one) will participate in the survey, representing their class.
3) to manage the survey administration.

In the following sections, we will 1) explain to you which information we need and how to enter it into the website and 2) guide you step by step in how to organise the survey administration and follow-up. Table 1 gives you an overview of the tasks you will have to accomplish for this study.

Table 1. Overview of the school coordinator's tasks

	Task Names	Description of the Task	Timeframes
Task 0	Enter the survey website	Log in to the ESSIE survey website	Nov/Dec
Task 1	Sampling of the class(es)	List all the 4th classes in the school	Nov/Dec
Task 2	Sampling of the teacher(s)	Determine which 4th class teachers will have to fill out the questionnaires	Nov/Dec
Task 3	Survey administration	Give IDs (user names) and Passwords to the School Principal and to the 4th class teacher to allow them to fill out the questionnaires	Nov/Dec
Task 4	Survey follow-up	Ensure that the Principal and 4th class teacher have completed their questionnaires	Completed by Dec 15th

Note: The Survey needs to be fully completed in your school by Thursday 15th Dec' 2011.

3. CONTACT INFORMATION FOR NATIONAL COORDINATOR

If you have any questions concerning the selecting/sampling of teachers and classes, please do not hesitate to contact the National Coordinator.
Your National Coordinator for Ireland is

Name	E-mail address
Tom Lonergan (NCTE)	tlonergan@ncte.ie

4. TASK 0: LOGIN TO THE WEBSITE AS A SCHOOL COORDINATOR

Go to the ESSIE survey website which is and log in with the login ID and password sent by email to you as a School Coordinator.

5. TASK 1 : SAMPLING OF THE CLASS

For the sampling of the classes, you need to first specify the number of eligible classes in 4th Class (Remember 4th class is referred to as the target ISCED Level 1 as follows)

Then fill out the online "class listing form". Table 2 shows an example of an empty class listing form. In order to fill out this form, you need to:

     a)   Give the class a name (column 1)
     b)   Provide the number of students within each 4th class in the school (column 2)
     c)   If appropriate, provide the number of excluded (see note 1 on excluding students) students (column 3)

Table 2. Example of an empty "class listing form" for 4th Class(es)

Class Name	Total number of target students	Number of excluded students

<div align="center">Sampling   Back</div>

a) Column 1 'class name'

In column 1 list all the classes in your school that are in 4th Class.
Provide each of them with a unique class name that allows you to identify them. For example, 4th Class Room 10; 4th Class Room 12 etc.

b) Column 2 'number of students in this class'

Enter the number of pupils in each 4th class. If there are multi-year classes, for example at primary level if other classes share a classroom with 4th class, then only the 4th class should be counted.

Please include all the 4th class students in column 2 ie include any excluded students that may be unable to fill out the questionnaires (see next section for more detail on excluded students).

c) Column 3 'Note 1 on number of excluded students'

In the third column of the class sampling form, fill in the number of excluded students.

Notes: You may decide to exclude a number of students within classes or whole classes for the following three categories of reasons:

    1. **Non-native language speakers**: These are students who would be considered unable to overcome the language barrier of the survey. Typically, a student who has received less than one year of instruction in the language of the questionnaire should be excluded.

2. **Students with severe learning difficulties**: These are students who are considered, in the professional opinion of the school Principal or another qualified staff member, to be intellectually unable to complete the questionnaire.

3. **Physically disabled students**: These are students who are permanently physically disabled in such a way that they cannot fill in the questionnaire. You may of course choose to enable such students to participate by having someone to complete the questionnaire for them.

Please try to minimise the number of excluded students. Table 3 shows an example of a completed class listing form.

Table 3: Example of a completed class listing form

Class Name	Total number of target students	Number of excluded students
Fourth Class – Room 2	27	0
Fourth Class – Room 5	29	1
Fourth Class – Room 6	29	0

Sampling	**Back**

Once you are sure that the list is accurately completed, first recheck it, as you won't have an opportunity to change it , and then once you've rechecked it please **submit the list for sampling, by clicking on the "SAMPLING" cell**. The online system will randomly pick **one** of the 4th classes (if there were more than one) and return it to you on the computer screen. This class is the class

The random sample of classes in each school is therefore done automatically by the online system. The sampled class will appear on the computer screen as follows and will also be sent to you via email.

```
You are logged into ISCED Level1.

The target class(es) for the survey is:
Sampled Class Name  Number of students
Fourth Class-Room 2  27
You will receive an email including the sampled class name(s)
Teacher Sampling

Logout
```

# 6. TASK 2: SELECTING/SAMPLING OF THE 4TH CLASS TEACHER

For the selection/sampling of the 4th class teacher, you need to fill out the 'teacher listing form'. This includes

- identifying teachers, and numbering eligible teachers.

Note this section needs to be completed even if (as is mostly the case) there is just one 4th class teacher of the selected class (in section 5 above).

a) IDENTIFYING TEACHERS

For 4th Class in Primary school, You need to select the teacher who has the main responsibility for 4th class that was selected in section 5 above. If (as may happen in a minority of cases) more than one teacher has the main responsibility of the selected 4th class, then both teachers have to be listed in the "teacher listing form". In this example however only 1 teacher is listed for the selected 4th class.
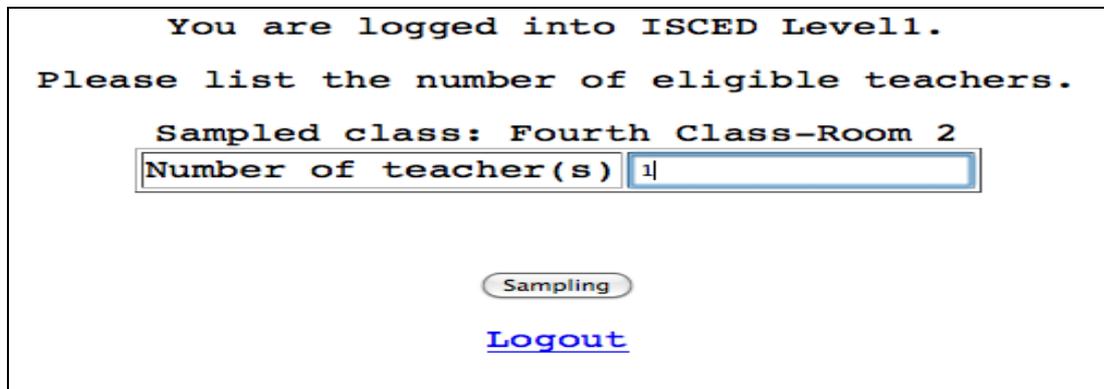
```
       You are logged into ISCED Level1.
   Please list the number of eligible teachers.
       Sampled class: Fourth Class-Room 2
    Number of teacher(s)  1

                  ( Sampling )
                  Logout
```

b) NUMBERING ELIGIBLE TEACHERS

To ensure confidentiality for teachers, we ask you not to write the teachers' names in the "teacher listing form". Instead we ask you to input the total number of teachers identified in the previous section as having responsibility for the selected 4th class. This should be 1 in almost all cases or possibly 2 (e.g., part-time teachers) in some cases.

Once you are sure that the list is accurately completed, please **submit the list for sampling, by clicking on the "SAMPLING" button**.

Again where there is just one 4th class teacher of the selected class, this teacher is the one who is required to complete the survey.

After the completed teacher listing form is submitted for sampling, and if you had already entered more than one 4th class teacher of the selected class, the online system will present a letter (of the alphabet) on your computer screen, to assist in select just one teacher. The selected/sampled

teacher (i.e. the one you will contact to ask him/her to participate) is the one whose first letter of the last name (surname) starts with this presented letter or starts with the next letter in alphabetical order. If there are two teachers whose last name starts with the same letter, then the sampled teacher is the one whose last name comes first in alphabetical order.

You'll be presented with a final screen similar to this one.

```
                    You are logged into ISCED Level1.

Thank you for submitting the classes and teachers sampling information for the Survey of Schools:
                              ICT and Education.

                    The sampled class information is :
             ┌─────────────────────┬───────────────────┐
             │ Sampled Class Name  │ Number of students│
             ├─────────────────────┼───────────────────┤
             │ Fourth Class-Room 2 │ 27                │
             └─────────────────────┴───────────────────┘

                    The sampled teacher information is:

                    Sampled class: Fourth Class-Room 2
                    ┌─────────────────┬──────────┐
                    │ Sampled teachers│ Only one │
                    └─────────────────┴──────────┘




              You will receive an email including all this information.

                                  Logout
```

7. TASK 3: SURVEY ADMINISTRATION

After the sampling of the class(es) and teacher(s), you will receive an automatic email including IDs (identifiers) and passwords for the teacher(s), and the school Principal who will participate to the survey. The system automatically generates IDs and passwords in order to ensure the anonymity of the data.

We estimate that the **online completion of the questionnaire will take around 15 to 20 minutes**.

The online system for administering the survey will be accessible during four weeks and it will close down on the **15th of December 2011.**.

a) ADMINISTRATION TO TEACHER(S) AND SCHOOL PRINCIPAL

First, you may want to inform teachers about the general aims of the study, and the very fact that this is a very short survey. A draft letter has been provided in Appendix A.

Next, you can distribute the IDs and passwords to the school Principal and to the selected teacher(s). They may complete the questionnaire online at home if this is more convenient. They can save their answers and log in another time to complete or change responses if desired.

8. TASK 4: SURVEY FOLLOW-UP

Please ensure that all, teachers, and the school Principal complete the questionnaire before the online system closes down on Thursday 15th December 2011

The National Coordinator can monitor the number of questionnaires completed by the students in each school. They are there to support you so do not hesitate to contact him/her if necessary.

APPENDIX A: TEACHER LETTER

To: Teachers taking part in the European Survey of Schools:

ICT in Education (ESSIE)

Dear   , *[Insert Teachers name here]*

For the first time, schools throughout Europe are to be systematically surveyed on the access, use and impact of information technology for learning. You have been randomly selected by the system to take part and we thank you in advance for your co-operation.

The Survey of Schools: ICT and Education is funded by the European Commission Directorate General Information Society and Media and supported by ministries of education. It is being undertaken by European Schoolnet and the University of Liège. It aims to benchmark progress in ICT availability and use in the 31 European countries. The survey is takes about 15-20 minutes to complete.

Information you provide will be used only for the survey and your privacy and the security of data are assured. No individual will be identifiable. The survey will produce findings of value for school planning and decision-making on the deployment, management and use of technology to be published in country and international reports in 2012. Your School Coordinator can provide more information, or please visit the survey web site: http://essie.eun.org

Every effort is being made to ensure that there is as little disruption as possible to the school in the carrying out if this survey.

Your time and support are appreciated.

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[SIGNED]

School Principal (or Delegate)