



Survey of Schools: ICT and Education

School Coordinator Manual

**for Post Primary Schools
in Ireland**

European Schoolnet

Service d'Approches Quantitatives des faits éducatifs

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Introduction

Your school has been selected (ie. sampled using a random sampling process) as one of the Post 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 Post Primary school level to limit the survey to

- a) the school Principal,
- b) 3 selected teachers of one 2nd year Class and/or 3 selected teachers of one 5th year Class
- c) and pupils in one 2nd Year class and/or pupils in one 5th Year class.

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 the 2nd Year and/or 5th Year class and its 3 teachers 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 your 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 survey data from schools (via the school Principal), at a classroom level (via 3 teachers of one particular class), and from students in either 2nd year and/or in 5th year.

Note some schools will be asked to participate (ie sampled) at 2nd Year level only.

Note some schools will be asked to participate (ie sampled) at 5th Year level only.

However some schools will be asked to participate at both 2nd level and at 5th Year level.

Please focus only on the level(s) of education for which your school is selected. Please note:

' ISCED level 2' refers to 2nd Year in Post Primary schools
' ISCED level 3' refers to 5th Year in Post Primary schools

Eg. In the Survey Login IDs, the '2' and '3' refer to 2nd year and 5th year respectively as follows:

*ID: 28***2***03102*

eg. a 2nd year login

*ID: 29***3***15204*

eg. a 5th year login

There are three parts to this Post Primary survey:

1. The **Principal online survey** needs to be completed by the School Principal. This Survey collects data on ICT in our school as a whole. They may be supported by the schools' ICT coordinator (or equivalent) for completing questions about technical aspects if needed.
2. The **Teacher(s) online survey** which is carried out by 3 randomly selected/sampled teachers, a 'Main Language of Instruction' teacher, a Mathematics teacher and a Science teacher of the same selected/sampled classroom. This Survey collects data on ICT at a 2nd year and/or 5th Year classroom level. If there are more than one Science and Mathematics teachers, only one of the Science and Mathematics teachers will be randomly selected (see later, description of Task 2).

However, it will first be necessary to define and clarify the concept of a 'class' as students might move from one class to another depending on the subject (see later, description of Task 1).

3. The **Student online survey** which is carried out by a sampled class. This survey collects data on ICT use of the students both within and outside of school. The student online questionnaire will be filled out by students in the selected/sampled 2nd year or 5th year classroom.

2. RESPONSIBILITIES AND TASKS

Your responsibilities are:

- 1) to provide information on teachers, classes, and students within your schools. This information will allow the system to select automatically who will participate in the survey.
- 2) to manage the survey administration.

In the following chapters, 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 Survey School Coordinator's Tasks

	Name of the Task	Description of the Task	Timeline
Task 0	Enter the survey website	Log in to the survey website	Nov/Dec
Task 1	Selection/Sampling of the class(es)	List all the classes in the target year	Nov/Dec
Task 2	Selection/Sampling of the teacher(s)	Determine which teacher(s) will have to fill out the questionnaires	Nov/Dec
Task 3	Survey administration	<ul style="list-style-type: none"> - Send a letter to the parents, if needed - Organise student sessions to allow them to fill out the questionnaires - Give IDs (user names) and Passwords to teachers and school head to allow them to fill out the questionnaires 	Nov/Dec
Task 4	Survey follow-up	Ensure that all participants have completed their questionnaires	Nov/Dec

3. CONTACT INFORMATION

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

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

4. TASK 0: ENTER THE WEBSITE AS A SCHOOL COORDINATOR

Go to the ESSIE website and log in with the identity and password sent by email to you as a school coordinator.



If your school is selected to complete a survey for both 2nd year and 5th Year, please ensure that you use the correct login ID and password for the corresponding year (as they are different for each year). So if you are school coordinator for both 2nd year and 5th Year, you'll need to carry out the steps for each year separately.

The first screen will look similar to the following and will either refer to ISCED Level 2 (ie 2nd Year, or ISCED Level 3 (ie 5th Year).

You are logged into ISCED Level 2 academic.

Please specify the number of eligible classes in the target ISCED level

[Logout](#)

5. TASK 2: SAMPLING OF THE CLASS (ES)

For the sampling of the classes, first specify the number of eligible classes in the target year and after 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 name (column 1)
- b) Provide the number of students within the class (column 2)
- c) If appropriate, provide the number of excluded students (column 3)

Table 2. Example of an empty “class listing form”

Class Name	Total number of target students	Number of excluded students
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

a) COLUMN 1 ‘CLASS NAME’

Column 1 will contain the list of all the classes in your school in the year that will participate to the study. Follow the instructions below according to the education level you are in charge of.

For 2nd year (ie. ISCED 2) and 5th Year (ie. ISCED 3)

Students might move from one class to another depending on the subject. Therefore, we need to define the concept of a class. For this study, **we define the class as the learning group of students for the “Main language of instruction” in this school.**

1. List all the “Main language of instruction” classes within schools that contain students in 2nd year.
2. Provide each of them with a unique class name that allows you to identify them.

b) COLUMN 2 ‘NUMBER OF STUDENTS IN THIS CLASS’

Enter the number students in each class.

Please include all the target year students in column 2 even those unable to fill out the questionnaires (see next section).

c) COLUMN 3 ‘NUMBER OF EXCLUDED STUDENTS’

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 are unable to overcome the language barrier of the test. 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 head 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 and classes.

In the third column of the class sampling form, fill in 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
Class1	32	4
Class2	21	1
Class3	35	2
Class4	28	1

Once you are sure that the list is accurately completed, please **submit the list for sampling, by clicking on the "SAMPLING" cell**. The online system will randomly pick a class and return it to you. The random sample of classes in each school is therefore done automatically by the online system. Be careful: **once you have clicked on the "sampling" button, you cannot return and change the information you have entered, even if you have forgotten one classroom.**

The sampled class will be returned to you on the computer screen, similar to the following, and will also be sent to you via email.

You are logged into ISCED Level 2 academic.

The target class(es) for the survey is:

Sampled Class Name	Number of students
Second Year -Group2	28

You will receive an email including the sampled class name(s)
[Teacher Sampling](#)

[Logout](#)

6. TASK 2: SAMPLING OF THE TEACHER(S)

For the sampling of the teachers, you need to fill out the 'teacher listing form'. This includes

- identifying teachers, and numbering eligible teachers.

a) IDENTIFYING TEACHERS

The identification of the teachers depends on the education level.

For 2nd year and 5th year

Only 3 teachers of the selected class will be selected to fill out the questionnaire: one "Main language of instruction" teacher, one Mathematics Teacher and one Science Teacher.

All 'Main language of instruction', Mathematics, and Science teachers who teach any student in the selected class have to be listed in the "teacher listing form". Science includes chemistry, physics, biology, earth sciences, if taught separately.

b) NUMBERING ELIGIBLE TEACHERS

To ensure the anonymous and confidential nature of the process, we ask you not to write the teachers' names in the "teacher listing form". We ask instead that you provide the total number of teachers identified in the previous section.

2nd year and/or 5th year

The number of teachers for the three subjects ("Main language of instruction", Mathematics, and Science) should be listed separately (the number of teachers for the "Main language of instruction", the number of teachers for science and the number of teachers for mathematics). Note that 'Science' may include chemistry, physics, biology, and earth sciences. Table 4 shows an example of a teacher listing form.

Table 4. Example of a completed teacher listing form

Sampled class: class 3			
	Main language of instruction	Mathematics	Science
Number of teacher(s)	1	2	2

Once you are sure that the list is accurately completed, please **submit the list for sampling, by clicking on the "SAMPLING" cell**. After the completed teacher listing form is submitted for sampling, the online system will present a letter (of the alphabet) on the computer screen. 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 (family name/given name) 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.

For 2nd year and/or 5th year The system will send three letters (one for the “main language of instruction”, one for the science, and one for the mathematics teacher).

Example: Let’s assume that ‘class 3’ has been chosen to be sampled at 2nd year. You should list the number of teachers for the ‘Main Language of instruction’ (English), Mathematics and Science separately. Suppose that in class ‘class 3’ there is only 1 ‘Main Language of instruction’ (eg English) teacher, 2 Mathematics and 2 Science teachers. (as shown)

Sampled class: class 3			
	Main language of instruction	Mathematics	Science
Number of teacher(s)	1	2	2

After you ‘**Submit**’ this information by pressing the ‘Sampling’ button, the system presents a letter on the computer screen (for example the Letter ‘M’) under the Mathematics heading and the letter ‘B’ for Science teachers as shown. There is only one choice for the ‘Main Language of instruction’ (English) so no sampling is needed, and no letter of the alphabet is presented.

Sampled class: class 3			
	Main language of instruction	Mathematics	Science
Sampled teachers	Only one	M	B

In this example the Mathematics Teacher to be selected to carry out the survey is the teacher whose last name (ie surname) begins with the letter ‘M’ (eg. Murphy) or (if no teacher’s surname begins with ‘M’) with the next letter ‘N’ (eg. Nagle), ‘O’, ‘P’ etc., until you find a Mathematics teacher of the selected class whose surname begins with ‘M’ or subsequent letter. If it occurs that there are two teachers whose last name begins with the same letter, select the subject teacher whose last name occurs first in alphabetical order. Repeat the process to select the Science teacher of that class who is to carry out the survey. *(Note: this process may seem unusual but is necessary to satisfy the ESSIE requirements for random sampling).*

7. TASK 3: SURVEY ADMINISTRATION

After the selecting/sampling of the class(es) and teacher(s), you will receive an automatic email including IDs (identifiers) and passwords for the Principal, English, Maths and Science teachers, and for the students to participate to the online survey. The system automatically generates IDs and passwords in order to ensure the anonymity of the data.

ESSIE estimates that the **online completion of the questionnaire will take around 15 to 20 minutes.**

The online system for administering the survey will be accessible for approximately four weeks and it will close on Thursday 15th December, so all surveys will need to be completed before this date.

a) ADMINISTRATION TO STUDENTS

There are three steps to keep in mind when organising the student survey.

1. **Set Up:** We advise you to organise a specific student session for students to Login and complete the Online Survey. However, organising several student sessions may be necessary if the number of computers with internet access is lower than the number of students in the class. Another reason why you may need to organise more than one student session if not all students were present at one time due to illness or different subject timetables. For time efficiency reasons, we advise you to open the individual sessions on each computer using the student logins and passwords before students enter the classroom. **Please do not distribute the student IDs and passwords to the students in order to avoid mis-use. Students must complete the questionnaires online in school under the supervision of the school coordinator. Emphasise that the survey questionnaire is completely anonymous.**
2. **Assist:** We suggest you assist students during the online survey regarding their questions about items or their answers – this is not an examination! The students must complete the whole questionnaire during one session as they cannot save their answers and login at another time. If it is easier students in the same class could be allowed to complete the questionnaire at different supervised sessions. There is a period of approx 4 weeks to complete the survey questionnaire. It is important to motivate the students to complete the questionnaire. You could start by explaining the aims of the study to the students and by explaining them how important it is that they answer honestly and seriously to the questions asked, and emphasising that there are no right or wrong answers. Also assure them that if they have any questions or encounter problems filling out the questionnaire that you are there to help them.
3. **Parental Permission** (if necessary)

Before organizing the online administration, you may want to distribute the 'Parental permission letter and form' (see Appendix A) to all the participating students a few days beforehand. Drafts of the letter are included at the end of this manual. You may of course change the wording.

b) ADMINISTRATION TO TEACHER(S) AND SCHOOL PRINCIPAL

First, you may want to inform teachers about the general aims of the study, and that this is a short 15-20 minute survey. A draft letter has been provided in Appendix B.

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. Teachers unlike students, can save their answers and log in another time to complete or change responses if desired, however one session completion is recommended, in case one may forget!

8. TASK 4: SURVEY FOLLOW-UP

Please ensure that all students, teachers, and the school head complete the questionnaire before the online system closes (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 if necessary.

APPENDIX A: PARENTAL PERMISSION LETTER AND FORM

(If this form is used we recommend that the be copied (ie cut and pasted) to School Headed Paper)

School Name and address

Date

Dear Parent or Guardian,

European Survey of Schools: ICT and Education ESSIE (2011)

I am writing to inform you that your child's class has been selected to take part in a survey organised by European Schoolnet on behalf of the European Commission, <http://essie.eun.org>. European Schoolnet is a network of ministries of education working to improve teaching and learning in schools.

The online questionnaire aims to gather up-to-date information on young people's use of technology for learning; it will be completed at school in the early autumn and takes about 15 minutes to complete. The Survey is anonymous and is being carried out to the highest standards. No individuals can be identified from responses and no sensitive information will be requested or collected.

The answers will be used to provide schools, Ministries of education and the European Commission with valuable information to assist in providing high quality education for young people in the 21st century. This school has agreed to take part in the survey as we believe the results will be of value to our students. I would therefore be grateful if you could complete and return the permission form below by _____ . *[Insert date here]*

If you have any questions please do not hesitate to contact the school.

Thank you in advance for your support.

Yours faithfully

School Principal's name

European Survey of Schools: ICT and Education

Parental consent form

I give permission for my child to take part in the European Survey of Schools: ICT and Education.

Name of child: _____

Parent's signature: _____

Date: _____

APPENDIX B: 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 of this survey.

Your time and support are appreciated.

[SIGNED]

School Principal (or Delegate)