School head questionnaire [NAME OF THE COUNTRY/IES, in the country/ies language]

Thank you for agreeing to participate in the *Survey of schools: ICT and education*, funded by the European Commission and organised in 31 countries (the 27 European Union member states, Croatia, Iceland, Norway and Turkey). The survey focuses on access to and use of information and communication technologies (ICT) in teaching and learning, as well as on attitudes towards the use of ICT in teaching and learning and impact.

This questionnaire is addressed to school heads and seeks information about school population, location and ICT infrastructure, support for teachers using ICT, obstacles to the use of ICT, school ICT strategy for teaching and learning, your views on ICT, school autonomy in ICT and pedagogical matters, and some background information about you.

It should take no more than 15 minutes to complete the questionnaire – most questions can be answered simply by clicking boxes. A few questions nevertheless ask for numbers of students and teachers, as well as about ICT infrastructure (numbers of desktop computers, laptops, interactive whiteboards, etc.) and some basic technical information (connectivity, etc.). Before starting to answer the questionnaire online, we invite you therefore to look at questions **1 to 5, 7 to 13 and 15** to firstly collect data in advance, possibly with help from the relevant person responsible for ICT.

All responses are anonymised and treated in the strictest confidence; no individual or school will be identifiable in the published reports.

Thank you very much for your time and effort in responding to this questionnaire.

⌂ School population

- **Student enrolment by gender and level of education**

1. What is the total number of students this school year (2011-2012) in your school, by education level and gender?
Fill in each row only using numbers under 'boys' and 'girls' columns; put 0 if there are none at a particular level.

	Boys	*Girls*
Number of students at <<ISCED 1 level>>	………..	…………
Number of students at <<ISCED 2 level>>	…………	…………
Number of students at <<ISCED 3 level academic>>	………..	…………
Number of students at <<ISCED 3 level vocational)>>:	…………	…………

- **Students' socio-economic background**

2. As a percentage, how many students in your school come from deprived homes?
Tick one box only
0 to 10%   ○
11 to 25%   ○

26 to 50% ◯
More than 50% ◯

• **% of immigrant students**

3. As a percentage, how many students use a different language at home from that used in lessons?
Tick one box only
0 to 10% ◯
11 to 25% ◯
26 to 50% ◯
More than 50% ◯

• **Number of teachers**

4. How many teachers does your school have this 2011-2012 school year (full time equivalent/FTE) all education levels together?
Fill in only using numbers:
Total number of FTE teachers in the school this school year 2011-2012:   ……………

5. How many full-time equivalent teachers are teaching at each of the following levels in your school, this school year (2011-12)?
Fill in each row of first column only using numbers; simply tick boxes under the last column when applicable

	Number of teachers(FTE)	This education level is not offered in our school
Number of students at <<ISCED 1 level>>	………..	◯
Number of students at <<ISCED 2 level>>	…………	◯
Number of students at <<ISCED 3 level academic>>	…………	◯
Number of students at <<ISCED 3 level vocational)>>:	………..	◯

⌂ School location

• **Type of area**

6. Which of the following definitions best describes the community in which your school is located?
Tick one box only
A village, hamlet or rural area (fewer than 3 000 people)   ◯
A small town (3 000 to about 15 000 people)   ◯
A town (15 000 to about 100.000 people)   ◯
A city (100 000 to about 1 000 000 people)   ◯
A large city (over 1 000 000 people)   ◯

⌂ School ICT infrastructure

• **Equipment**

7. In your school this school year (2011-2012), how many of the devices below are used for educational purposes (if possible state numbers by education level, otherwise for all levels together)?

➢ *By level of education - fill in each row only using numbers:*

	At ISCED 1 level	At ISCED 2 level	At ISCED 3 academic level	At ISCED 3 vocational level
Desktop computer <u>without</u> internet access	……………	……………	……………..	…………….
Desktop computer <u>with</u> internet access	……………	……………	……………..	……………
<u>Non-internet-connected</u> laptop, tablet PC, netbook or mini notebook	……………	……………	……………..	……………
<u>Internet-connected</u> laptop, tablet PC, netbook or mini notebook	……………	……………	……………..	……………
Digital reader (portable device to read books, newspapers, etc. on screen)	……………	……………	……………..	……………
Mobile phone provided by the school	……………	……………	……………..	……………
Interactive whiteboard	……………	……………	……………..	…………..
Digital camera	……………	……………	……………..	…………….
Data projector	……………	……………	……………..	……………

➢ *Otherwise for all levels together - fill in each row only using numbers*

Desktop computer <u>without</u> internet access   ………..
Desktop computer <u>with</u> internet access   ………..
<u>Non-internet-connected</u> laptop, tablet PC,
   netbook or mini notebook   ………..
<u>Internet-connected</u> laptop, tablet PC,
   netbook or mini notebook computer   ………..
Digital reader (portable device to read
   Books, newspapers, etc. on screen)   ………..
Mobile phone provided by the school   ………..
Interactive whiteboard   ………..
Digital camera   ………..
Data projector   ………..

• **Equipment in use**

8. Approximately, what proportion of this equipment (computers, interactive white boards, laptops, data projectors) is fully operational this school year?

Tick one box only

Less than 50% ○
50 to 75% ○
76 to 90% ○
More than 90% ○

• **Deployment**

9. How many desktop computers are installed for educational purposes for pupils to use either alone or with a teacher in the following places?

Fill in each row only using numbers (where there is no computer for educational purpose, just put '0')
In computer laboratories:………………………
In classrooms:…………………………………….
In the school library:………………………………
In other locations that are accessible to students in the school:………………

10. How many interactive whiteboards (IWB) are installed in your school this school year in the following places?

Fill in each row only using numbers (where there is no IWB for educational purposes, just put '0')

In computer laboratories:………………………

In classrooms:…………………………………..

In the school library:……………………………

In other locations that are accessible to pupils in the school:…………………………..

Independently of any location because portable …………………………………

• **Connectivity**

11. Which broadband speed best describes that which your school receives from the telecom provider?

Tick one box only

144kbps (excl.) – 2mbps (incl.) ○

2mbps (excl.) – 5mbps (incl.) ○

5mbps (excl.) – 10mbps (incl.) ○

10mbps (excl.) – 30mbps (incl.) ○

30mbps (excl.) – 100mbps (incl.) ○

>100mbps ○

None of these; my school is not connected via broadband ○

• **Access technology**

12. By which of the following means does your school mainly have access to the Internet?

Tick one box only

ADSL ○

Cable ○

Fibre optic ○

Wireless LAN ○

Satellite ○

• **Maintenance**

13. Who maintains the ICT equipment in your school?

Tick one box for each row

	Yes	No
The school's own staff	○	○
An external company contracted by the school	○	○
An external unit arranged by educational authorities (at local, regional level, etc.)	○	○
Other	○	○

• **Connectedness**

14.   This school year (2011-2012), does your school have any of the following?

Tick one box for each row

	Yes	No
Its own homepage or website, publicly accessible	○	○
School email addresses for more than 50% of teachers	○	○
School email addresses for more than 50% of students	○	○

A LAN (local area network) ○ ○

        If yes, is this LAN also wireless (wifi)? ○ ○

A virtual learning environment (i.e. platform or knowledge management system, etc.
possibly hosted externally) ○ ○

      If yes: Can it be accessed from outside the school

         -    by the students? ○ ○

         -    by the teachers? ○ ○

         -    by the parents? ○ ○

         -    outside school hours? ○ ○

If your school has none of these items, please tick this box ○

⌂ Support to teachers using ICT

• Professional development

15. In the past two school years (2009-11), what percentage of your teachers have undertaken professional development in the following?

Tick one box for each row

	None	25% or fewer	26-50%	more than 50%
Introductory courses on internet use and general applications (basic word-processing, spreadsheets, presentations, databases, etc.)	○	○	○	○
Advanced courses on applications (advanced word-processing, complex relational databases, Virtual Learning Environment etc.)	○	○	○	○
Advanced courses on internet use (creating websites/home page, video conferencing, etc.)	○	○	○	○
Equipment-specific training (interactive whiteboard, laptop, etc.)	○	○	○	○
Courses on the pedagogical use of ICT in teaching and learning	○	○	○	○
Subject-specific training on learning applications (tutorials, simulations, etc.)	○	○	○	○
Course on multimedia (using digital video, audio equipment, etc.)	○	○	○	○
Participation in peer learning communities or group work with other teachers about the use of ICT for learning and teaching	○	○	○	○
Other professional development opportunities related to ICT	○	○	○	○

• ICT coordinator

16. Does your school have an ICT coordinator?

Tick one box only

	Yes	No
My school has an ICT coordinator	○	○

If yes:

Is this ICT coordinator:

Tick one box only for each raw

Available full time?	○	○
Rewarded for such a function concretely (e.g. increase in salary, reduction of workload, prizes, etc.)?	○	○
Responsible for providing support in <u>pedagogical</u> ICT use?	○	○

⌂ Obstacles to use ICT in teaching and learning

• Shortage/inadequacy

17. Is your school capacity to provide ICT teaching and learning affected by a shortage or inadequacy in the following areas?

Tick one box for each row

	A lot	some	a little	not at all
Insufficient number of computers	○	○	○	○
Insufficient number of Internet- connected computers	○	○	○	○
Insufficient Internet bandwidth or speed	○	○	○	○
Insufficient number of interactive whiteboards	○	○	○	○
Insufficient number of laptops/notebooks	○	○	○	○
School computers out of date and/or needing repair	○	○	○	○
Lack of adequate skills of teachers	○	○	○	○
Insufficient technical support for teachers	○	○	○	○
Insufficient pedagogical support for teachers	○	○	○	○
Lack of adequate content/material for teaching	○	○	○	○
Lack of content in national language	○	○	○	○
Too difficult to integrate ICT use into the curriculum	○	○	○	○
Lack of pedagogical models on how to use ICT for learning	○	○	○	○
School time organisation (fixed lessons time, etc.)	○	○	○	○
School space organisation (classroom size and furniture, etc.	○	○	○	○
Pressure to prepare students for exams and tests	○	○	○	○
Most parents not in favour of the use of ICT at school	○	○	○	○
Most teachers not in favour of the use of ICT at school	○	○	○	○
No or unclear benefit to use ICT for teaching	○	○	○	○
Using ICT in teaching and learning not being a goal in our school	○	○	○	○

⌂ School strategy to use ICT in teaching and learning

• Existing strategies

18. Does your school have the following?

Tick one box for each row

	Yes	No
Its own written statement about the use of ICT	○	○
Its own written statement specifically about the use of ICT for pedagogical purposes	○	○
A policy and actions to use ICT for teaching and learning in specific subjects	○	○
Regular discussions with teaching staff about ICT use for pedagogical purposes	○	○
A specific policy or programme to prepare students for responsible internet behaviour	○	○
A specific policy about using social networks (Facebook, etc.) in teaching and learning	○	○
A specific policy to promoting cooperation and collaboration among teachers	○	○
Scheduled time for teachers to meet to share, evaluate or develop instructional materials and approaches	○	○

• Incentives

19. Does your school reward teachers for using ICT in teaching and learning (whether or not related to 'good teaching' awards)?

Tick one box for each row

	Yes	No
Financial incentives (bonus, increase in salary)	○	○
Reduced number of teaching hours	○	○
Competitions and prizes	○	○
Additional training hours	○	○
Additional ICT equipment for the classroom	○	○
Other	○	○

- **Innovation policy (not necessarily related to ICT)**

20. Does your school have the following:

Tick one box for each row

	Yes	No
An official policy statement about innovation within the school in teaching and learning methods and/or school organisation more generally	○	○
Initiatives to encourage such innovations within the school (even in absence of policy statement)	○	○
Change management training programme (any time during the last three years)	○	○

⌂ Opinions about ICT use for educational purposes

- **Opinions**

21. To what extent do you disagree or agree with the following statements about the use of ICT at school?

Tick one box for each row:

	Strongly disagree	Disagree	Agree	Strongly agree
Computers and the internet should be used for:				
▪ Students to do exercises and practise	○	○	○	○
▪ Students to retrieve information	○	○	○	○
▪ Studentsto work in a collaborative way	○	○	○	○
▪ Students to learn in an autonomous way	○	○	○	○
ICT use in teaching and learning positively impacts on:				
▪ Student motivation	○	○	○	○
▪ Student achievement	○	○	○	○
▪ **Students' higher order thinking skills (critical thinking, analysis, problem solving)**	○	○	○	○
▪ Student's competence in transversal skills (learning to learn, social competences, etc.)	○	○	○	○
ICT use in teaching and learning is essential to prepare students to live and work in the 21st century	○	○	○	○
For ICT to be fully exploited for teaching and learning radical changes in schools are needed	○	○	○	○

⌂ School head computer use at school

- **Computer use related to school activities**

22. Do you use your computer for any of the following?

Tick one box for each row:

	Yes	No
School management related tasks (budgeting, planning, timetabling, etc.)	○	○
Searching for information	○	○
Making presentations	○	○
Communicating online with teachers (email, web site announcements, etc.)	○	○
Communicating online with parents (email, web site announcements, etc.)	○	○
Communicating by emails with educational authorities (at local, regional, or central level)	○	○

⌂ School autonomy in pedagogical and ICT decisions

• Division of responsibilities

23. Regarding your school, who is mainly responsible for the following?
Please tick as many boxes as appropriate in each row

	Teachers	School head	School governing body	Regional/local education authority	National education authority
Procuring ICT infrastructure	○	○	○	○	○
Determining course content	○	○	○	○	○
Choosing teaching methods	○	○	○	○	○
Deciding about teacher training	○	○	○	○	○
Choosing learning resources	○	○	○	○	○

⌂ Personal background information

• Gender

24. Please indicate whether you are:

Female   ○
Male   ○

• Professional experience

25. Including this school year, how many years have you been:
Tick one box for each row:

	Less than 3 years	3-5 years	6-10 years	11-20 years	21 years or more
Head teacher of this school	○	○	○	○	○
Head teacher of any school (including years in the present school)	○	○	○	○	○
Working in any professional capacity in any school	○	○	○	○	○

• Age

26. What is your age?
Tick one box only

30 or less   ○
31-35   ○
36-45   ○
46-55   ○
Over 55   ○

Thank you for completing this questionnaire