

2005 Census on ICT Infrastructure in Special Schools

Section A: School Details

School Name:	School Roll No:
_____	_____
Address:	

School email address:	

School website address:	

Please proceed to section B

Section B: ICT Planning

Note: Sections B to G should be completed by the school Principal.

B1: ICT Co-ordinating Teacher *(Please tick all that apply)*

- The school has a designated ICT co-ordinating teacher
- The post of ICT co-ordinating teacher attracts a post of responsibility allowance.

If 'Yes' Please tick the box that is most applicable.

- Assistant principal Special Duties Teacher

B2: ICT Planning *(Please tick all that apply)*

- ICT Planning is an integral part of your school planning
- The school has a written ICT plan
- The plan is updated regularly (at least annually)
- The NCTE 'ICT Planning and Advice for schools' pack is used for school planning

B3: Which of the following areas does the plan cover *(Please tick all that apply)*

- Purchase of computers and other ICT equipment
- Purchase of software / software licences
- Curricular use of digital content (including software) is included in the school plan.
- Purchase of special needs equipment and/or software
- Networking and technical security of school computers / network
- ICT related technical support and maintenance
- Renewal and replacement of ICT equipment
- Other *(please specify)* _____

Section C: Use of Computers in School Administration

C1: Please indicate if computers are used in any of the following areas of school administration *(Please tick all that apply)*

- | | |
|---|--|
| <input type="checkbox"/> General office use | <input type="checkbox"/> Pupil records |
| <input type="checkbox"/> Pupil attendance | <input type="checkbox"/> Timetabling |
| <input type="checkbox"/> School accounts | <input type="checkbox"/> Pupil reports |
| <input type="checkbox"/> Pupil assessment | <input type="checkbox"/> Other <i>(please specify)</i> _____ |

Section D: Professional Development

D1: Have you facilitated ICT professional development for the staff in your school in the last two years?

- Yes No

If 'Yes' please proceed to next question, if 'No' please proceed to Section E.

D2: What form did this professional development take?

- Whole staff training outside of school time delivered by an external tutor / staff member
- ICT professional development as part of a staff development day / planning day
- ICT professional development as part of new staff induction programme
- On-line training Peer-to-peer training
- Other *(please specify)* _____

Section E: ICT Certification

E1: What type of ICT Certification is offered to pupils?

- Internal External Tick if none offered

E2: Where external certification is offered specify which type: *(Please tick all that apply)*

- | | |
|--|--|
| <input type="checkbox"/> Department of Education and Science | <input type="checkbox"/> FETAC |
| <input type="checkbox"/> City and Guilds of London Institute | <input type="checkbox"/> ECDL |
| <input type="checkbox"/> Royal Society of Arts (RSA) | <input type="checkbox"/> Other <i>(please specify)</i> _____ |

Section F: School Expenditure on ICT

F1: Please estimate your schools expenditure on ICT in the last full accounting year in excess of any specific ICT grants paid from the Department of Education and Science.

€ _____

F2: Of your schools expenditure on ICT in the last full accounting year estimate the amount spent specifically on technical support.

€ _____

Please indicate the main source of these additional funds spent on ICT:

(Please tick all that apply)

- | | |
|---|---|
| <input type="checkbox"/> Parent contribution | <input type="checkbox"/> Fundraising activities |
| <input type="checkbox"/> Commercial sponsorship | <input type="checkbox"/> Other school funds |

Section G: School Priorities and ICT needs

Please indicate the school's current priorities for the development of ICT.

G1:Equipment and Infrastructure	Very low priority	Low priority	High priority	Very high priority
Additional computers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Additional other ICT equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Replacement of older equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Standardising Operating System software in school (e.g. Windows, Mac, Linux)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Faster Internet access	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Development of school computer network	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Advice and guidelines on the purchase of hardware	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Advice and guidelines on the purchase of software	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Provision for technical support and maintenance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Funding software purchase / licences	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Provision of online content	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other (<i>please specify</i>) _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

G2:Distribution of equipment	Very low priority	Low priority	High priority	Very high priority
More computers in computer rooms	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
More computers distributed around classrooms	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
More computers distributed in laboratories/ specialist rooms	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
More computers distributed in learning areas, e.g. library, resource room	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
More computers for administration	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Section H: ICT Equipment

Note: Sections H to K may be completed by the ICT co-ordinating teacher or appropriate staff member.

Location and number of working* computers

*Please indicate the number of computers at each location. *working: this refers to equipment that is in use in the school. It does not include equipment which requires repair or upgrade to be of use.*

H1:Location of computers <i>(Please note in some cases, this will not be a fixed location. Computers to be counted once only.)</i>	Number of computers	Number of networked computers	Number of computers with internet access
Computer rooms / (or computer labs)			
General Classrooms <i>(excluding laboratories / specialist rooms)</i>			
Laboratories			
Science laboratories			
Language laboratories			
Specialist Rooms			
Art room			
Music room			
Home economics room			
Technical graphics/ drawing room			
Speech therapy room			
Paramedical room			
Other specialist rooms			
Workshops			
Engineering workshop			
Construction studies workshop			
Technology workshop			
Other			
Learning support room			
Special needs resource room			
School library / resource areas			
Staff room / Staff work areas			
Offices/Administration areas			
Careers room/office			
Mobile / other computers			
Computers on mobile trolleys/ hydraulic tables			
Laptops (not assigned to individual pupils)			
Laptops assigned to individual pupils with special needs			
Totals			

H2:Estimated age of working computers:

*Please estimate only numbers of **working** computers in the school*

Age of computer	Number of desktop computers	Number of laptops / other portable computers
Less than 2 years old		
Between 2 and 4 years old		
Greater than 4 but less than 6 years old		
More than 6 years old		

H3: Assistive technology devices (special educational needs)	
<i>Please indicate the numbers of assistive technology devices in the school.</i>	Number
Switches (e.g. for pupils with physical disabilities)	
Other computer control devices (e.g. touch-screens, alternative mice and keyboards)	
Alternative/Augmentative communications devices	
Other (please specify)	

H4: Types of Operating Systems* running on school computers	
<i>Please complete the table below, indicating the type of Operating System on computers. Include only equipment that is in use. (*Operating Systems are the underlying system software running the computer, not the software packages on the computers)</i>	
Microsoft Operating System (Versions)	Number of this version
Up to and including Windows 95	
Windows 98	
Windows 2000/ME	
Windows XP or above	
Apple Operating System (Versions)	Number of this version
Apple Mac up to Version 8	
Apple Mac Version 9	
Windows 2000/ME	
Apple Mac (Version OS X)	
Other Operating System types	Number of this type
Linux	
Thin Client	
Other (please specify)	

H5: Other ICT equipment/services			
<i>Please indicate the number of the following working ICT equipment in the school.</i>			
Other equipment/services	Qty	Other equipment/ services	Qty
Dot matrix/inkjet printer		MP3 player, Mini disk recorder	
Laser Printer		Webcam / Viewcam	
Data projector – fixed		DVD player / writer	
Data projector – mobile		CNC Machine	
Digital still camera		Digital Microscope	
Digital video camera		Video conferencing facility	
Scanner		Learning Management System (LMS) or Virtual Learning Environment (VLE)	
Interactive whiteboard		Personal Digital Assistants (PDAs)	
GPS system (eg. used in geography)		Datalogging sensor (eg. to measure temperature)	
Datalogger		Other (please specify) _____	

Section I: Computer Network in the School

The following questions refer to the computer network within the school.

I1: Type of computer network in the school. (Please tick **one box** that is most applicable)

- There is no computer network in the school
- Network cabling is used to connect computers to the network
- A wireless network is used to connect computers to the network
- A combination of fixed and wireless networking is used

I2: Networking of Rooms – Indicate the total number of rooms, and the number that are networked.	Number of rooms	Number of networked rooms
Computer rooms/ (computer lab)		
General Classrooms (excluding laboratories /specialist rooms)		
Laboratories (e.g. Science laboratory)		
Specialist Rooms (e.g. Home economics room)		
Workshops (e.g. Engineering workshop)		
Learning support room		
Special needs resource room		
School library / resource areas		

I3: Where your school has a network please indicate the network setup or configuration (Please tick **all that apply**)

- Peer to Peer Network (no Server) Yes No
- Client Server Network (includes Server) Yes No
- Other (please specify) _____

I4: Servers in the school (where applicable) (please tick **all that apply**)

- General purpose school server
- Proxy/cache server
- Administration server
- Other (please specify) _____
- CD server
- Content filtering server
- Email server

I5: Administration Network (please tick **all that apply**)

- The school has a separate administration network from the general school network Yes No
- Where there is a separate administration network it has separate internet access Yes No

I6: Networking between school buildings

This question only applies where a school has more than one building. Only include buildings that contain learning or administration areas.

Number of School buildings: (Please specify) _____

Type of Network connectivity between buildings (include prefabs)

(please tick **all that apply**)

- No network connectivity exists
- A fibre optic link
- Other (please specify) _____
- Underground network cabling
- Wireless link

Section J: Technical Support*

* **Technical Support** includes all aspects of ensuring that the school ICT equipment and computer network is fully operational and includes maintenance of ICT equipment / network.

J1: Who carries out the technical support in the school? (Please tick **all** that apply)

- | | |
|--|--|
| <input type="checkbox"/> The ICT co-ordinating teacher | <input type="checkbox"/> Other teacher(s) |
| <input type="checkbox"/> A non-teaching staff member | <input type="checkbox"/> Parents |
| <input type="checkbox"/> An IT company/contractor
(without a contract in place) | <input type="checkbox"/> Other
(please specify) _____ |
| <input type="checkbox"/> An IT company/contractor (with a technical support contract in place) | |
| <input type="checkbox"/> Maintenance is organised through a group of schools, e.g. local grouping or cluster | |

J2: Current technical support priorities	Very low priority	Low priority	High priority	Very high priority
To increase technical support skills / capacity among selected school staff	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Funding assistance to purchase local technical support from an external IT company/contractor.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
To be part of a local school cluster which has a contract with an IT company/contractor	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
To be part of a centrally provided technical support service for schools	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other (please specify) _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

J3: Technical Security (Please tick all that apply)

- The school has installed anti-virus protection software locally

Intervals at which anti-virus software updates are applied to school computers

(Please tick only the **one** box that applies.)

- Daily Weekly Monthly Yearly

Computers not in use

Please estimate the numbers of **non-working** computers, including equipment requiring repair or upgrade to be of use in the school.

J4: Type of non-working computer	Number of desktop computers	Number of laptops / other portable computers
Computers that need either an upgrade or repair for use		
Computers that are beyond repair		

Section K: Internet, Email and Online Content

Please complete the following sections relating to Internet, email and online content.

K1: Does your school have an Acceptable Use Policy (AUP) in relation to use of the Internet?

Yes No

K2: Please estimate the number of hours the internet is being used per week: _____ hours/week

K3: The school provides email addresses/accounts:

for teachers Yes No

for pupils Yes No

K4: School Communications

The school uses email as part of its communications with:

(Please tick all that apply)

	Weekly	Monthly	Quarterly	Never
Parents	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Teachers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pupils	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Board of Management	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Department of Education and Science	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other <i>(please specify)</i> _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

K5: The school has a website:

Yes No

If you answer 'No' to this question please go to question K8.

K6: What types of content are available on your school website: *(Please tick all that apply)*

- | | |
|--|--|
| <input type="checkbox"/> Curricular materials | <input type="checkbox"/> News/events section |
| <input type="checkbox"/> Examples of pupils' work | <input type="checkbox"/> Photographs/video/music files |
| <input type="checkbox"/> Teachers' area for resources | <input type="checkbox"/> Discussion forum |
| <input type="checkbox"/> Parents' area | <input type="checkbox"/> School calendar |
| <input type="checkbox"/> Pupils' area | <input type="checkbox"/> As Gaeilge |
| <input type="checkbox"/> Board of management area | <input type="checkbox"/> School profile |
| <input type="checkbox"/> Other <i>(please specify)</i> _____ | <input type="checkbox"/> School policies |

K7: Who has responsibility for updating your school website *(Please tick all that apply)*

- | | |
|--|---|
| <input type="checkbox"/> Teacher with responsibility for ICT | <input type="checkbox"/> Other teachers |
| <input type="checkbox"/> Pupil(s) | <input type="checkbox"/> Parent |
| <input type="checkbox"/> External company/contractor | <input type="checkbox"/> Principal |
| <input type="checkbox"/> Other <i>(please specify)</i> _____ | |

Situations where a school does not have a website

K8: If the school does not have a website: *(Please tick all that apply)*

- The school sees the value of having a school website.
- The school plans to have a website within a year

Reason(s) why the school does not have a website? *(Please tick all that apply)*

- Lack of expertise
- Lack of time
- Not a priority
- Cost Factor
- Other *(please specify)* _____

K9: Has your school purchased access to Online educational content:

- Yes
- No

If 'Yes', what type(s) of Online educational content have been purchased:

(i.e. subscription based content that is accessible only over the Internet)

- Reference content: e.g. Encyclopaedia, Newspaper Archive
- Subject Specific content (e.g. Gaeilge – www.corbis.ie)
- Access to an educational portal/database (includes content and other services)
- Other *(please specify)* _____

Title(s) of content/site purchased:

K10: Type(s) of CD Rom/DVD based reference materials purchased:

- Reference Content: e.g. Encyclopaedia, Atlas
- Subject Specific content (e.g Maths, English)
- Other *(please specify)* _____

Schools involvement in Online projects:

K11: Has your school participated in an online project within past 2 years?

- Yes
- No

If 'Yes' indicate the project category *(Please tick all that apply)*

- Local/Regional
- National
- European
- Other

Which of the following were used during the project: *(Please tick all that apply)*

- Email
- Discussion Forums
- Web pages
- Video Conferencing
- Online Chat
- Other *(please specify)* _____

Section L: Additional Comments

If you have any additional information/comments you believe may be relevant to this census please provide them here.

Signed by: _____ (Principal)

Principal's Name: _____ Date: _____
(in capitals)

Thank you for your co-operation
Please return the completed Census, in the envelope provided to:

Schools ICT Infrastructure Census 2005

NCTE,

DCU, Glasnevin,

Dublin 9.