

## West Coast ICT Professional Development Project Systems & Strategies Questionnaire

*The following questionnaire is aimed at gathering basic information on you schools/kindergartens infrastructure, staff skill level, equipment, documentation, online involvement, amount of use, who supports you and key responsibilities for ICT.*

**For the Ministry I have to complete random surveys on school and kindergarten staff, to do this fairly I will need a complete staff list and their contact details from each organisation. You will note below some of the information asked for, on this questionnaire, can be completed on the staff list, which will make it easier.**

Principals email details	
Number of; <i>(approx numbers is fine)</i>	
Computers	
Which platform/s are you running? <i>(Apple, Windows, mix?)</i>	
Laptops	
Digital Camera/s	
Data Projectors	
Screens - portable or not?	
Server - what type of server operating system <i>(Red Hat Linux, Windows Server 2003)</i> & who maintains it	
Who on the staff has laptops? <i>(Teachers, support staff, part time staff)</i>	This information can be recorded on your staff list.
Do you have a network? If so what is it used for? How is it structured? Is it Wireless / not / both?	
Do you have an intranet? If so how is it used? What software do you use?	
What printers do you use? <i>(Black &amp; White Laser stand alones, Ink Jet, Colour Laser, networked copiers or printers)</i>	
Who provides your technical support?	
Do you have any other ICT equipment? <i>(scanners, tablets, smart boards, video equipment, webcams, video conferencing equipment)</i>	
Who is/are your ICT lead teacher/s?	Please identify them on your staff list
Who is the teacher who will be leading this project in your school and what are their details?	
Do you have a website? If so what is the URL?	
If you do have a website who maintains it and where is it hosted?	
If you do not have a website would you like one?	

Does the school have an ICT Strategic Plan? <i>(If so, could I please have a copy)</i>	
Has the Project been incorporated into your 2008 ICT Strategic Plan?	
How is ICT identified in your planning both daily and long term?	
Do you have an specific areas/facilities designated to ICT within your school/kindergarten? If so what? <i>(media room, computer suite)</i>	
What SMS <i>(Student Management System)</i> is the school using, if any?	
Is there an ICT initiative which you have been involved with or anything else to do with ICT, which you feel I should know about?	
When signing up for this project what were the specific things you felt your school/kindergarten would most like to gain from it?	
Internet;	
ISP and Plan the school uses and the monthly costs? <i>ie; Xtra schoolzone, Actrix?</i>	
Do the staff communicate internally by email?	
Do all class rooms have access to the internet?	
Do you limit student and staff access to the net? How?	
Software;	
What software has the school purchased within the last 2 years?	
Do you have plans for new software/hardware purchases in 2008?	

Thank you for your support in filling in this questionnaire to the best of your ability, without this information I will not be able to individualise the support I can offer to your school/kindergarten.

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