SURVEY OF BULLYING AT YOUR SCHOOL
SECONDARY SCHOOL SURVEY INSTRUCTIONS
HWS SOCIAL NORMS SURVEYS ONLINE

PREPARATION FOR WEB-BASED COMPUTER-LABORATORY SURVEYS

1. Submit the survey schedule to Dr. David W. Craig at HWS (craig@hws.edu or 585-733-8849) to obtain time-activated usernames and passwords.
2. Students should not be required to enter a personal username and password. Even though the survey will not ask for names or any personal identifier, we may loose perceptions of anonymity if personal usernames are entered. If login is required to access the Web, a generic logon name should be created and the computers pre-logged on before students arrive.
3. Firefox is the preferred browser. Others may be used if necessary. Set auto-complete to off for forms, usernames and passwords in the browser properties..
4. Prior to student arrival, the web browsers should be set to the survey logon url provided by HWS and the username and password for the period displayed on the black/white board in the room. NOTE: you may test the survey at any time by entering test for both the username and password.

PROCEDURE FOR ADMINISTERING WEB BASED SURVEYS

1. Teachers or lab monitors read the script explaining the survey and why we need student participation.

2. Teachers or lab monitors explain the username and password entry. NOTE: passwords and usernames are case sensitive and can only be entered between the start and end times on the specified date indicated in the account list provided.

Survey script to be read to students as introduction to the survey

This is a survey about how students relate to each other. Sometimes students do things that may be called bullying. We want you to tell us about yourself and what you think about other students. You will not be asked to give your name--this is an anonymous survey. Questions that ask about other students are asking about students at your school. Please read each question carefully. There are no "right" or "wrong" answers-- just give your best estimate. This survey is voluntary. If you do not wish to answer a question you may leave it blank and continue on.

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3. During the survey teachers or monitors should make sure there is no talking between students. They should position themselves so that they cannot see student responses and only assist students if they have questions when taking the survey.

4. When students complete the survey, the teacher or lab monitor should reset the browsers to the starting url using either a bookmark or the history drop down list. DO NOT RESET THE SURVEY BY CLICKING THE BACK BUTTON…YOU MAY END UP RE-ENTERING THE PREVIOUSLY TAKEN SURVEY!