

KiVa Pupil Survey: Instructions for teachers

The pupil survey will be open from 30.5.2022 to 31.7.2022. The teacher (or another adult familiar with the instructions) must be present to instruct the pupils. Reading the questions and answer alternatives aloud and proceeding all at the same pace is highly recommended with the youngest pupils. The survey takes approximately 10-25 minutes to complete.

General instructions

- Please familiarize with the surveys in advance. PDFs of the surveys for each Unit are available in the KiVa intranet.
- It is the school's responsibility to inform parents about the pupil survey in advance! Even though the KiVa survey is completely anonymous, it is still correct to let the adults at home know that the pupils participate in an online survey. On the contrary, we do not recommend to inform the pupils about the survey in advance. In this way the pupils cannot influence each other's answers or for instance decide on joke answers already before taking the survey.
- If many pupils are absent on the day of the survey, it may be better either to postpone it, or form a group of those who were absent on the original survey day and let them take the survey another day. **It's important that as many pupils as possible take the survey.**
- Before the survey, **book the computer lab or some other space** with computers available at your school, **or** make sure that there are enough devices for the pupils. An ideal setting for the survey would be the school computer lab where the whole class fits and each pupil has a computer at their disposal. In case there aren't enough computers for everyone, try the following:
 - a) Divide the pupils into two groups; one group takes the survey in the computer lab, and the other group takes it in some other space with computers on the school premises. If you decide to divide the pupils into two groups this way, remember that an adult who is familiar with the instructions must be present in both places.
 - b) Divide the pupils into two groups who will answer the survey one after another. First, one half of the class takes the survey, then the other. If you decide to take the survey this way, it's important that the switch takes place immediately after the first group has finished; i.e. there is no recess in between. This way the pupils won't have the chance to talk about their answers during recess, and therefore influence the outcome of the survey.



Pupils who, if placed in the same group, could potentially behave disruptively during the survey should not be put in the same group with each other. Pupils who need a bit more time may benefit from being in a group of their own and having an adult reading the questions and answer alternatives aloud.

How to get prepared?

- Make sure that all the computers work. Each pupil should have a computer with Internet access at their disposal. NB! Apart from using a desk computer, it is possible to take part in the survey using almost any kind of **mobile computer with access to the internet**. Such mobile devices include the iPad, iPhone, and various Android-based smartphones and tablets.
- Make sure that the computers are turned on well in advance. This will save time, especially if the computers are old and take a long time to turn on.
- It is important, that **the teacher act in such a way that the pupils feel that their confidentiality is respected**, and thus dare to answer the survey in an honest way. For example, the teacher should not walk around the class room, as this could be interpreted by the pupils as an attempt to see their answers.
- Make sure that the pupils are seated so that they cannot see or even try to look at each other's answers. Naturally, you can help pupils who are having difficulties with the survey. However, remember to do it so that you will not see their answers. Pupils with personal assistants can ask the assistant for help in filling the survey if they wish to do so.
- Sometimes the meaning of a question can be unclear to a pupil. When you clarify the meaning of such a question, try to explain it without influencing the pupil's answer in any way. Guiding the pupils toward a certain answer reduces the reliability of the survey.

Filling out the survey (at https://wellu.utu.fi/school_code/en-gb)

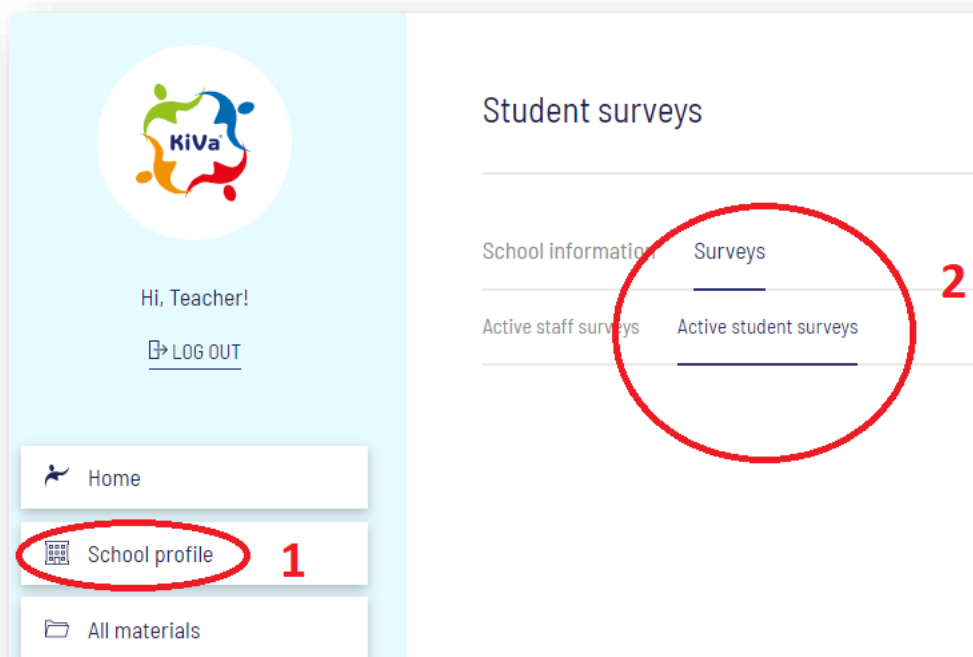
1. Tell the pupils that during this lesson they will answer questions about going to school and bullying. Emphasize that the survey is confidential, so that the pupils feel safe in answering the questions. It is good to tell them that individual pupils cannot be identified based on their answers.



2. Many schools have their own network which the pupils must log into in order to access the Internet. If a pupil's network ID does not function, you could, for example, let the pupil use the temporary ID reserved for visitors (if your school has one).
3. The pupils log into the survey with the **pupil survey password**. To retrieve the password, log in to <https://wellu.utu.fi/school/kiva/login/> with the school ID and teacher password. The link and the necessary survey code are located on the webpage.
 - The survey code consists of **seven digits** and has a hyphen in the middle (XXXX-XXX).

You may also ask your school principal or KiVa contact person for the survey password.

The necessary link for retrieving the survey code is also available in the KiVa intranet:



4. Instruct the pupils to go to the survey at https://wellu.utu.fi/school_code/ and to type in the survey password.
5. At this point it is advisable to paraphrase the definition of bullying together. Ask the pupils to also read the definition on the screen.

NB!

All the pupils answer the questions on bullying and victimisation at the beginning of the survey, **regardless whether they have been bullied or not**. This means that even if a pupil answers “no” to the question “Have you been bullied at school in the past few months?”, the following questions on the frequency and reporting bullying are also shown. This is to avoid situations where pupils who are bullied or bully others spend more time on those questions and the other pupils in the classroom start talking about it. It is important for the teacher or other adult supervising the survey to instruct the pupils to simply press “next” to all the following questions until they can answer again. The survey instructs them with a message saying “You cannot answer this question. Go to the next question.”

Some questions depend on the pupils’ answers to the previous question. For example, the question “How much have you liked the KiVa lessons/themes?” is **not** shown if the respondent has answered “no” to the previous question: “Has your class been having KiVa lessons since last autumn?”. Similarly, some questions on the KiVa games and KiVa team discussions are not presented if the respondent has answered “no” to the previous question.

6. On the last page of the survey the pupils are informed that the survey has ended. **To save the pupils’ answers to our database, instruct the pupils to press the NEXT button** until they see an image and the text “thank you for your answers!” Then, press the **X symbol** on the top left corner of the screen to close the web browser.

Thank you for your cooperation!

