

Olweus® Bullying Questionnaire
Student Administration Instructions



Thank you for administering the online Olweus® Bullying Questionnaire. This questionnaire will help identify the types of bullying present in your school and where bullying is taking place. This information will be helpful in implementing the *Olweus Bullying Prevention Program* and in measuring your progress in addressing bullying over time. Please follow these administration instructions as closely as possible.

Instructions for Administering the Questionnaire

General Information

1. It is important to try to have all students within your school take the questionnaire in one school day. That will prevent students from talking about their answers prior to taking the questionnaire.
2. The questionnaire is not timed; however, the Olweus® Bullying Questionnaire usually takes approximately 45 minutes to complete. All students should be given adequate time to complete the questionnaire. Students must complete the online questionnaire in one sitting. They will NOT be able to save their answers and finish later.
3. You will be given a list of usernames and passwords or a Unique URL for students that will allow the students to access the Web site so they can take the questionnaire. Upon starting the survey, the students will be able to select their preferred language (English or Spanish) to take the survey.
 - a. If using the Username and Password option with the students in-person, you should print the usernames and passwords and cut the list into strips with each username and password on a separate strip. Each strip will have the following information in this order: Survey number, school name, username, password
 - b. If using the Username and Password option and surveying the students virtually, you will need to email each student their username and password.
 - c. If using the unique URL option, you can email this URL out to the students that should be surveyed under that particular headersheet at the time you would like them to survey.
 - Please note that when the URL is clicked (by a student or an administrator), a survey will be allocated to that session for 5 minutes. During this 5 minutes, it will not be available for other students to take the survey. For this reason, it is important that administrators are not clicking on the URL within 5 minutes of the survey start time for their students.
4. On the day of the questionnaire administration, you should have the following items on hand:
 - a. The script on pages 5-18.
 - b. The strips of paper with each student's username and password (if applicable).
 - c. The list of students (if any) who will be excused from taking the questionnaire at their parents' request. Have an alternate activity prepared for those students during the questionnaire administration time. (Your school's *OBPP* Program Coordinator will most likely provide this.)
5. If students have low reading skills that affect their ability to take the questionnaire, please

use whatever translation/adaptation methods are currently in place to address these students' needs. However, students must be able to follow along and click on their own answers on the questionnaire without help from someone else. If this isn't possible, then these students should not take the questionnaire.

6. Let students know ahead of time that participation in the questionnaire is voluntary. Students can choose not participate or answer specific questions. Students should not be made to feel uncomfortable with their choice. Ensure students are made aware that their answers on this questionnaire are anonymous, and school staff will not be able to tell how specific students answered the questions. For this reason, there is no place for students to type in their names on the questionnaire site.
7. If you have difficulty accessing the Web site or have any other issues, contact your school's *OBPP* Program Coordinator who is organizing the administration of the survey.

Logging Students In

1. If students are using the username and password option in person, seat students at the computers, one student per computer. Hand out the slips of paper so each student has his or her own username and password.
 - If surveying the students virtually, email the students the unique URL for their headersheet. If you do not have this, please contact your *OBPP* Program Coordinator.
2. If surveying with usernames and passwords, students will start by going to www.obqsurvey.org and entering their usernames and passwords on the login/home page of the questionnaire Web site. They will also select their language at this time. If surveying with unique URL, they will bypass the login screen and only need to select their preferred language (English or Spanish). Once a student signs on or clicks the link, their username will be "locked" for five minutes. If another student tries to log on using the same username a message will appear telling the student that he or she cannot log on. (This shouldn't happen, as all students will receive their own unique usernames and passwords.) If a student accidentally closes their browser prematurely, they will be able to log back in again or click the URL again after five minutes have passed since he or she first logged on to the Web site. However, their answers will not be saved, and he or she will need to restart from the beginning.
3. When completing the questionnaire, students will click on the answers that best describe what they have experienced. Once they have completed the questionnaire, students will be asked to close their browser window. Once a student finishes the questionnaire their username and password cannot be used again.

Once Students Are Logged In

1. Gain the students' attention and state that the purpose of the questionnaire is to gather

information from the students about bullying and the general climate at the school in order to make the school environment as positive and as safe as possible.

2. Read the text in the script aloud to the students (including the various response choices). Students can follow along by reading this content on their computer screen.

Notes

- If the students have difficulty understanding the expression “mean names, comments, or gestures with a sexual meaning” (questions 12 and 32), think about appropriate examples or explanations, considering the age of the students. *Important note: your administrator might choose NOT to include these questions in the questionnaire.*
- There may be a need to explain what is meant by homeroom teacher (questions 19a, 34, and 39).

Some Additional General Instructions

1. When students have completed their survey, they can check their answers by hitting the “Back” button or they can click “I’m Done.” Once they click “I’m Done,” they cannot access their questionnaire again. This will bring them to a final page thanking them for their participation. There are instructions on this page for students to close their browser/window to exit the survey. Make sure they do this.
2. If some students finish before the others, they should be encouraged to do homework or another activity. No students should be allowed to leave before all (or most, see next point) of the questionnaires have been completed.
3. If some students clearly need more time than others to complete the questionnaire (e.g., due to reading/language difficulties), you may allow them to remain in the classroom for a period of time after the others have left. If there are many students in the class who have reading/language difficulties, it may be a good idea to conduct the questionnaire separately for these students (possibly together with other students from other classes who have similar difficulties) at a different time. Again, students will need to complete the questionnaire in one sitting, so it is important to provide adequate time.

Olweus® Bullying Questionnaire Script

Say: I will now read from my booklet, and I would like you all to follow along carefully on your computer screen. You will find questions in this survey about your life in school. There are several answers below each question. Answer each question by clicking on the circle next to the answer that best describes how you think or feel. If you click the wrong circle, you can change your answer by clicking a different circle for the same question. Practice clicking on an answer by clicking on the circle below that shows what grade you are in.

(Using the example below, show students how to click on the circle that shows what grade they are in, and then have them click on their answer.)

Grade:

3 4 5 6 7 8 9 10 11 12

You will notice that there is no place to type your name in this survey. No one will know how you have answered these questions. But it is important that you answer carefully and tell us how you really feel. Sometimes it is hard to decide what to answer, but just try to give your best answer. If you have questions, raise your hand.

To go to the next page of the survey, click on the button that says, “Begin the survey.”

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Most of the questions are about your life in school in the past couple of months, that is, the period from the start of school after summer (winter holiday) vacation until now. So when you answer, you should think of how it has been during the past 2 or 3 months and not only how it is just now.

In question 1 on this page, if you really dislike school, click on the circle next to “I dislike school very much.” If you really like school, click on the circle next to “I like school very much,” and so on. You will only be able to click one of the circles for each question.

(Have students click on their answer for question 1.)

1. How do you like school?
 - I dislike school very much
 - I dislike school
 - I neither like nor dislike school
 - I like school
 - I like school very much

Remember, if you click on the wrong circle, you can change your answer by clicking on the circle where you want your answer to be.

To go on to the next page, click on the “Next” button. To go back and look at your answers, click on the “Back” button. Let’s keep going. Have students click on the “Next” button to continue the survey.

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Now you can answer the next question:

2. Are you a boy or a girl?
- Girl
 - Boy

Has everyone answered question number 2? Does everyone understand what to do? (Be sure all students understand how they are to complete the questionnaire before they continue.)

Now you can continue to answer question 3. Allow students to answer question 3.

For students in lower grades (grades 3–5): I will read the text and you can follow along on your computer. Read question 3, including all of the response choices, for students in lower grades (3–5). It may not be necessary to read the question to *students in the higher grades (6–12).*

3. How many good friends do you have in your class(es)?
- None
 - I have 1 good friend in my class(es)
 - I have 2 or 3 good friends in my class(es)
 - I have 4 or 5 good friends in my class(es)
 - I have 6 or more good friends in my class(es)

Once students have all answered this question, have them click to the next page.

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Then read the “About being bullied by other students” section of the questionnaire to the students as follows:

About being bullied by other students

Here are some questions about being bullied by other students. First we explain what bullying is. We say a student is being bullied when another student, or several other students

- **say mean and hurtful things, or make fun of him or her, or call him or her mean and hurtful names**
- **completely ignore or exclude him or her from their group of friends or leave him or her out of things on purpose**
- **hit, kick, push, shove around, or lock him or her inside a room**
- **tell lies or spread false rumors about him or her or send mean notes and try to make other students dislike him or her**

- do other hurtful things like that

When we talk about bullying, these things happen more than just once, and it is difficult for the student being bullied to defend himself or herself. We also call it bullying when a student is teased more than just once in a mean and hurtful way. But we do not call it bullying when the teasing is done in a friendly and playful way. Also, it is not bullying when two students of about equal strength or power argue or fight.

Does everyone understand what is meant by bullying?

If there are questions or comments about the meaning of the word *bullying*, you can elaborate and provide specific examples. It is important that you have a good understanding of the definition of bullying, which builds on three criteria. Bullying:

- is an intentional negative act
- occurs repeatedly (usually over a certain period of time)
- is in a relationship that is characterized by an imbalance of power or strength (the person who is bullied has a hard time defending himself or herself)

It may be particularly difficult for the students to differentiate between teasing that is relatively friendly and benign (not bullying) and mean and hurtful teasing (bullying). Discuss this briefly.

Have students click to the next page of the survey. Then continue in this manner to read aloud all of the questions with their response options *for students in lower grades (grades 3–5)*.

For students in the higher grades (grades 6–12), subsequent questions need not be read aloud unless you believe that students may have difficulty reading the questions or staying on task.

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4. How often have you been bullied at school in the past couple of months?

- I have not been bullied at school in the past couple of months
- It has only happened once or twice
- 2 or 3 times a month
- About once a week
- Several times a week

Have you been bullied at school in the past couple of months in one or more of the following ways (questions 5-13)?

5. I was called mean names, was made fun of, or teased in a hurtful way.

- It has not happened to me in the past couple of months
- Only once or twice
- 2 or 3 times a month
- About once a week
- Several times a week

Have students click to the next page of the survey.

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6. Other students left me out of things on purpose, excluded me from their group of friends, or completely ignored me.

- It has not happened to me in the past couple of months
- Only once or twice
- 2 or 3 times a month
- About once a week
- Several times a week

7. I was hit, kicked, pushed, shoved around, or locked indoors.

- It has not happened to me in the past couple of months
- Only once or twice
- 2 or 3 times a month
- About once a week
- Several times a week

Have students click to the next page of the survey.

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8. Other students told lies or spread false rumors about me and tried to make others dislike me.

- It has not happened to me in the past couple of months
- Only once or twice
- 2 or 3 times a month
- About once a week
- Several times a week

9. I had money or other things taken away from me or damaged.

- It has not happened to me in the past couple of months
- Only once or twice
- 2 or 3 times a month
- About once a week
- Several times a week

Have students click to the next page of the survey.

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10. I was threatened or forced to do things I did not want to do.

- It has not happened to me in the past couple of months
- Only once or twice

- 2 or 3 times a month
- About once a week
- Several times a week

11. I was bullied with mean names or comments about my race or color.

- It has not happened to me in the past couple of months
- Only once or twice
- 2 or 3 times a month
- About once a week
- Several times a week

Have students click to the next page of the survey.

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Important note: Question 12 is optional. If your administrator decided NOT to include this question in the questionnaire, this page will be skipped and the students will go directly to page 10 of 34.

12. I was bullied with mean names, comments, or gestures with a sexual meaning.

- It has not happened to me in the past couple of months
- Only once or twice
- 2 or 3 times a month
- About once a week
- Several times a week

Have students click to the next page of the survey.

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12a. I was bullied with mean or hurtful messages, calls or pictures, or in other ways on my cell phone or over the Internet (computer). (Please remember that it is not bullying when it is done in a friendly and playful way.)

- It has not happened to me in the past couple of months
- Only once or twice
- 2 or 3 times a month
- About once a week
- Several times a week

Have students click to the next page of the survey.

Important note: If students click the first option, "It has not happened to me in the past couple of months", they will skip question 12b and go directly to page 12 of 34. If they click on any of the other answers, they will go to page 11 of 34 and answer question 12b.

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12b. If you were bullied on your cell phone or over the Internet, how was it done?

- Only on the cell phone
- Only over the Internet
- In both ways

Have students click to the next page of the survey.

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13. I was bullied in another way.

- It has not happened to me in the past couple of months
- Only once or twice
- 2 or 3 times a month
- About once a week
- Several times a week

14. **In which class(es)** is the student or students who bully you?

- I have not been bullied at school in the past couple of months
- In my class
- In a different class but the same grade (year)
- In a higher grade(s)
- In a lower grade(s)
- In both higher and lower grades

Have students click to the next page of the survey.

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15. Have you been bullied by **boys or girls**?

- I have not been bullied at school in the past couple of months
- Mainly by 1 girl
- By several girls
- Mainly by 1 boy
- By several boys
- By both boys and girls

16. **By how many students** have you usually been bullied?

- I have not been bullied at school in the past couple of months
- Mainly by 1 student
- By a group of 2–3 students
- By a group of 4–9 students
- By a group of 10 or more students

- By several different students or groups of students

Have students click to the next page of the survey.

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17. **How long** has the bullying lasted?

- I have not been bullied at school in the past couple of months
- It lasted 1 or 2 weeks
- It lasted about a month
- It lasted about 6 months
- It lasted about a year
- It lasted for several years

Have students click to the next page of the survey.

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Important note for questions 18 and 19: Here it might be natural for non-bullied students to skip the sub-questions about where the bullying has occurred and if the student has told anybody about his or her being bullied; however, to avoid singling out bullied students for special attention from their peers, it is important that all sub-questions with response alternatives are read aloud and filled out by the students.

18. **Where** have you been bullied?

- I have not been bullied at school in the past couple of months
- I have been **bullied in one or more of the following places**

Please click in the check boxes for all the places where you have been bullied:

- 18a. On the playground/athletic field (during recess or break times)
- 18b. In the hallways/stairwells
- 18c. In class (when the teacher was in the room)
- 18d. In class (when the teacher was **not** in the room)
- 18e. In the bathroom
- 18f. In gym class or the gym locker room/shower
- 18g. In the lunchroom
- 18h. On the way to and from school
- 18i. At the school bus stop
- 18j. On the school bus
- 18k. Somewhere else at school

Have students click to the next page of the survey.

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19. Have you **told anyone** that you have been bullied in the past couple of months?

- I have not been bullied at school in the past couple of months
- I have been bullied, **but I have not told anyone**
- I have been bullied, and **I have told somebody about it**

Please click the check boxes for all the people you have told:

- 19a. Your class or homeroom teacher
- 19b. Another adult at school
- 19c. Your parent(s)/guardian(s)
- 19d. Your brother(s) or sister(s)
- 19e. Your friend(s)
- 19f. Somebody else

Have students click to the next page of the survey.

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20. How often do **the teachers or other adults at school** try to put a stop to it when a student is being bullied at school?

- Almost never
- Once in a while
- Sometimes
- Often
- Almost always

21. How often do **other students** try to put a stop to it when a student is being bullied at school?

- Almost never
- Once in a while
- Sometimes
- Often
- Almost always

Have students click to the next page of the survey.

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22. Has **any adult at home** contacted the school to try to stop your being bullied at school in the past couple of months?

- I have not been bullied at school in the past couple of months
- No, they have not contacted the school
- Yes, they have contacted the school once
- Yes, they have contacted the school several times

23. When you see a student your age being bullied at school, what do you **feel or think**?

- That is probably what he or she deserves
- I do not feel much
- I feel a bit sorry for him or her
- I feel sorry for him or her and want to help him or her

Have students click to the next page of the survey.

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About Bullying Other Students

24. How often have you **taken part in bullying another student(s)** at school in the past couple of months?

- I have not bullied another student(s) at school in the past couple of months
- It has only happened once or twice
- 2 or 3 times a month
- About once a week
- Several times a week

Have students click to the next page of the survey.

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Have you bullied another student(s) at school in the past couple of months in one or more of the following ways (questions 25-33)?

25. I called another student(s) mean names and made fun of or teased him or her in a hurtful way.

- It has not happened in the past couple of months
- Only once or twice
- 2 or 3 times a month
- About once a week
- Several times a week

26. I kept him or her out of things on purpose, excluded him or her from my group of friends, or completely ignored him or her.

- It has not happened in the past couple of months
- Only once or twice
- 2 or 3 times a month
- About once a week
- Several times a week

Have students click to the next page of the survey.

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27. I hit, kicked, pushed, and shoved him or her around, or locked him or her indoors.
- It has not happened in the past couple of months
 - Only once or twice
 - 2 or 3 times a month
 - About once a week
 - Several times a week
28. I spread false rumors about him or her and tried to make others dislike him or her.
- It has not happened in the past couple of months
 - Only once or twice
 - 2 or 3 times a month
 - About once a week
 - Several times a week

Have students click to the next page of the survey.

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29. I took money or other things from him or her or damaged his or her belongings.
- It has not happened in the past couple of months
 - Only once or twice
 - 2 or 3 times a month
 - About once a week
 - Several times a week
30. I threatened or forced him or her to do things he or she did not want to do.
- It has not happened in the past couple of months
 - Only once or twice
 - 2 or 3 times a month
 - About once a week
 - Several times a week

Have students click to the next page of the survey.

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31. I bullied him or her with mean names or comments about his or her race or color.
- It has not happened in the past couple of months
 - Only once or twice
 - 2 or 3 times a month
 - About once a week
 - Several times a week

Have students click to the next page of the survey.

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Important note: Question 32 is optional. If your administrator decided NOT to include this question in the questionnaire, this page will be skipped and the students will go directly to page 25 of 34.

32. I bullied him or her with mean names, comments, or gestures with a sexual meaning.

- It has not happened in the past couple of months
- Only once or twice
- 2 or 3 times a month
- About once a week
- Several times a week

Have students click to the next page of the survey.

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32a. I bullied him or her with mean or hurtful messages, calls or pictures, or in other ways on my cell phone or over the Internet (computer).

- It has not happened in the past couple of months
- Only once or twice
- 2 or 3 times a month
- About once a week
- Several times a week

Have students click to the next page of the survey.

Important note: If students click the first option, "It has not happened in the past couple of months", they will skip question 32b and go directly to page 27 of 34. If they click on any of the other answers, they will go to page 26 of 34 and answer question 32b.

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32b. If you bullied another student(s) on your cell phone or over the Internet (computer), how was it done?

- Only on the cell phone
- Only over the Internet
- In both ways

Have students click to the next page of the survey.

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33. I bullied him or her in another way.

- It has not happened in the past couple of months
- Only once or twice
- 2 or 3 times a month
- About once a week
- Several times a week

34. Has your **class or homeroom teacher or any other teacher** talked with you about your bullying another student(s) at school in the past couple of months?

- I have not bullied another student(s) at school in the past couple of months
- No, they have not talked with me about it
- Yes, they have talked with me about it once
- Yes, they have talked with me about it several times

Have students click to the next page of the survey.

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35. Has **any adult at home** talked with you about your bullying another student(s) at school in the past couple of months?

- I have not bullied another student(s) at school in the past couple of months
- No, they have not talked with me about it
- Yes, they have talked with me about it once
- Yes, they have talked with me about it several times

36. Do you think you could join in bullying a student whom you do not like?

- Yes
- Yes, maybe
- I do not know
- No, I do not think so
- No
- Definitely no

Have students click to the next page of the survey.

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37. How do you **usually react** if you see or learn that a student your age is being bullied by another student(s)?

- I have never noticed that students my age have been bullied
- I take part in the bullying
- I do not do anything, but I think the bullying is okay

- I just watch what goes on
- I do not do anything, but I think I ought to help the bullied student
- I try to help the bullied student in one way or another

38. How often are you **afraid of being bullied** by other students in your school?

- Never
- Seldom
- Sometimes
- Fairly often
- Often
- Very often

Have students click to the next page of the survey.

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39. Overall, how much do you think your **class or homeroom teacher** has done to cut down on bullying in your classroom in the past couple of months?

- Little or nothing
- Fairly little
- Somewhat
- A good deal
- Much

Have students click to the next page of the survey.

Important note: the three questions on the next three pages are optional. Question 40 asks about ethnicity. Your administrator may choose not to include this question in the questionnaire. Questions 41 and 42 are school-specific questions. Your administrator may choose not to include questions specific about your school. If all of these questions are skipped, students will automatically go to page 34 of 34. If any of these questions are not skipped, students will go to any of the following pages.

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(The question below is optional. You do not have to answer this question if you do not want to.)

40. How do you describe yourself? (Fill in all that apply.)

- American Indian
- Black or African American
- Arab or Arab American
- Hispanic or Latino
- Asian American
- White
- Other
- I do not know

Have students click to the next page of the survey.

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41. School-specific question.

Have students click to the next page of the survey.

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42. School-specific question.

Have students click to the next page of the survey.

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You are done with the survey. If you would like to check and/or change any of your answers, click on the "Back" button below. If you are finished, click the "I'm Done" button below.

Final page

Complete

Great job! You have finished taking the Olweus[®] Bullying Questionnaire!

To exit the survey, please close this window by either clicking on the "X" in the top right hand corner or the red circle on the top left hand corner of this screen. (This depends on what kind of computer you are using.)