



ASSISTIVE TECHNOLOGY POLICY



Assistive Technology Policy

Introduction and Rationale

This policy has been developed in line with Department of Education and Skills (DES) Circular 10/2013.

Assistive Technology provided under the Department of Education and Skills Scheme of grants towards the purchase of essential Assistive Technology equipment is for students who have been diagnosed as –

- (i) Having a serious physical disability.
- (ii) And/or sensory or communicative disability to the extent that their ability to communicate through the medium of speech or writing is materially curtailed.

Jonah Special School, may apply to the National Council for Special Education (NCSE), Special Educational Needs Organiser (SENO), under the terms of this scheme for essential Assistive Technology equipment for individual students when required and when recommended by relevant professionals, such as Educational Psychologists, Occupational Therapists, Speech and Language Therapists etc.

Sections 13 and 14 from the DES Circular 10/2013 outline the school's responsibility in relation to equipment purchased under this scheme and matters relating to use of and transfer of such equipment between schools as follows –

Home Use of Equipment

In accordance with DES Circular 10/2013, Section 13, equipment purchased remains the property of the school and should normally be kept in the school. However, the Board of Management of Jonah Special School may, in certain circumstances, allow the use of the equipment in the student's home. Such circumstances might be, where it is agreed, that the student could potentially benefit from, or achieve a degree of improvement to their academic and educational performance, their learning and their completion of homework through the use of equipment such as a school laptop.

Terms and Conditions are set out in Appendix 1 of this policy to endeavour to ensure the safe custody and handling of the equipment when in the care of the student and their parents/guardians outside of the school.

An application form requesting consent to use the equipment provided is attached to this policy. (Please see Appendix 2).

Procedure to allow a Student to take Assistive Technology home

1. Parent(s)/Guardian(s) will be required to read in full and agree to the Terms and Conditions of this policy. (Please see Appendix 1).
2. Parent(s)/Guardian(s) will be required to complete an application in writing to the Board of Management of Jonah Special School on behalf of their child for consent to take the Assistive Technology home. (Please see Appendix 2).
3. This application will be brought to the attention of the Board of Management and a decision will be made.



Transfer of Equipment

In accordance with DES Circular 10/2013 Section 14, although equipment is sanctioned to support a particular student, the equipment is sanctioned to a school and will, as a general rule, remain the property of the school and be available for allocation to other or subsequent students with similar disabilities. Where the equipment is of a specialised and individualised nature and may not be suitable for other students in the school it is not efficient that such equipment be retained in the school. Should the student in respect of whom the technology is sanctioned change school, including proceeding to post – primary school, Jonah Special School will consult with the SENO with regard to its transfer with the student where it is still appropriate for the students assessed needs. This will ensure there is no gap in support for the student and enable the student to continue to use suitable and familiar resources in their new setting. Retention of technology in the school may be considered in certain circumstances outlined in Circular 10/2013 Section 14. Finally, where the school or the student has no further requirement for the equipment, the SENO, may allocate it to another school.

Terms and Conditions are set out in Appendix 3 of this policy to facilitate the responsibilities of Jonah Special School under Circular 10/2013.

An application form requesting transfer of equipment provided, when a student is changing school, including proceeding to post – primary school is attached to this policy. (Please see Appendix 4).

Procedure to allow Transfer of Assistive Technology with a student to another School

1. Parent(s)/Guardian(s) will be required to read in full and agree to the Terms and Conditions of this policy. (Please see Appendix 3).
2. Parent(s)/Guardian(s) will be required to complete an application to the Board of Management in writing on behalf of their child for consent to take the Assistive Technology to another school. (Please see Appendix 4).
3. This application will be brought to the attention of the Board of Management and a decision will be made.

Roles and Responsibilities

The Management Authority of Jonah Special School acknowledges the responsibilities and requirements set out in DES Circular 10/2013 in relation to equipment purchased under the provisions of the scheme of grants towards the purchase of essential Assistive Technology equipment for students with physical or communicative disabilities.

The Deputy Principal will be designated with responsibility for the management of the equipment and for monitoring its effective use within the school in consultation with the student's class teacher and parents.



Jonah Special School

Assistive Technology Policy

This plan was adopted by the Board of Management of Jonah Special School at its meeting held on:

Ratified by the Jonah Board of Management on: _____

Date

Signed: _____

Principal

Signed: _____

Chairperson, Board of Management

Next Review Period: *September 2027*



Home Use of School Owned Assistive Technology

Terms and Conditions: (Ref: DES Circular 10/2013 Section 13)

The 'School' in these terms and conditions is **Jonah Special School**

1. The laptop (or any other approved Assistive Technology/equipment) remains the property of the 'School'.
2. Should the designated student change school, including to post-primary, the school may consult with the SENO (Special Education Needs Officer) with regard to the transfer of any approved Assistive Technology/equipment with the student where it is still appropriate for the student's assessed needs. The final decision regarding transfer will rest with the School Board of Management.
3. The laptop (or any other approved Assistive Technology/equipment) will be used solely by the designated student and will not be used by or transferred to a third party.
4. The parents/guardians will take due care of the equipment at all times when handling, transporting and using the equipment to avoid damage or loss. This includes adherence to the following guidelines –
 - The laptop/equipment is not to be left unattended in a public place.
 - The laptop/equipment is not to be left unattended in a classroom or other place in the school.
 - All laptop leads must be unplugged from sockets and all accessories are to be stored safely and securely in the laptop case, with the laptop when work is complete.
 - The laptop/equipment should not be left in plain view in an unattended or unsecured vehicle but kept out of sight in the locked boot.
 - The laptop/equipment is not to be interfered with, tampered with or altered by a third party.
 - The laptop/equipment should be used away from food and drinks.
5. The laptop/equipment will be used solely to assist with computer skills, completion of homework assignments and other related activities. Only school approved software packaged/application may be used.
6. Normally the designated student will have use of the laptop/equipment each evening from Monday to Thursday during school terms and it is to be returned to the school on Fridays for safe keeping over weekends and holiday time.
7. The laptop/equipment must be returned to the school in good working order at any time when requested by the school.
8. The laptop/equipment is covered under school insurance while on the school premises only.
9. The safety of the equipment when transporting it to and from the school is the responsibility of the student/parents. The school cannot be held responsible for any damage to the equipment off the premises while in the students care. It will be the parent's responsibility to replace the equipment if damaged while in the students care.



10. Parents will be required to ensure that the laptop (or any other approved Assistive Technology/equipment) is added to their home insurance and will need to furnish the school with a letter from their insurance company stating it is added to their home insurance.
11. All Assistive Technology must be fully charged before arriving in school in the morning.
12. Use of the laptop/equipment, including all internet usage will be supervised by a parent and will be of an appropriate nature to minimise student's exposure to inappropriate material.
13. The Deputy Principal will make regular checks to update the laptop, ensuring that anti-virus software is kept up to date and also to check for inappropriate use.
14. The laptop/equipment will be used lawfully and in accordance with the school's Internet Acceptable Use Policy regarding the ethical use of technology, use of legal software, use of the Internet and the protection of personal data. The parent shall agree to review and adhere to the current school Internet Acceptable Use Policy, specifically where this policy relates to the safe and appropriate use of approved IT equipment such as laptops.
15. The following is deemed by the school as being completely unacceptable and will result in the equipment being reclaimed –
 - Accessing, transmitting or receiving obscene or pornographic material.
 - Engaging in cyber cheating or plagiarism (taking material created by others and presenting it as if it were one's own).
 - Engaging in cyber bullying.
 - Downloading or loading software or applications that are not approved by the school.
16. The laptop/equipment will be kept in good working order. All laptop faults, defects or malfunctions while in the care of the student are to be reported to the Principal or Class Teacher who will inform the Deputy Principal who is responsible for the servicing and upkeep of the laptop.
17. Any repairs necessary due to damage caused to the laptop/equipment while in the care of the student outside of school will be arranged by the school and paid for by the parent of the student.
18. The laptop/equipment will not be sold, assigned, transferred or otherwise disposed of.
19. Any laptop markings, tags or plates or engravings will not be removed, concealed or altered. The laptop must not be marked in any way that might reduce the value of the laptop.
20. If the laptop is lost, stolen or damaged the parent will advise the Principal and the Gardaí as soon as possible orally and in writing including all relevant details, record of events etc.
21. Due to current software licensing arrangements covering home use, the software on the laptop cannot be used for any commercial purpose.
22. If any of these terms or conditions are breached, the School Board of Management may at any time revoke this arrangement.

Please note: The School's Internet Acceptable Use Policy can be viewed on the school website at:
<https://www.jonahschool.ie/policies.html>



Application for Home use of School Assistive Technology

As the parent(s)/guardian(s) of _____ (Student's Name) I/we wish to apply for home use of the following equipment provided for under the Department of Education and Skills Scheme of grants towards the purchase of essential Assistive Technology equipment for students with physical or communicative disabilities.

Laptop Make and Serial Number: _____

Value of laptop and Software: _____

This equipment will be used to support my child with homework and computing skills practice.

I confirm that I accept responsibility for this equipment that I am taking into my possession, which is the property of Jonah Special School, (Roll Number 20380B) while on the way to and from school and while in use by my child for the purposes agreed.

I confirm that I have read, fully understand, and accept the Terms and Conditions attached to this application and other relevant policies, including the Internet Acceptable Use Policy as determined by Jonah Special School.

Name of Student:	
Name of Parent/Guardian:	
Address:	
Contact Number:	
Date :	
Signature of Parent/Guardian:	

I _____ (Student/Parent) understand that this laptop (or any other approved assistive technology/equipment) I/We have been given to bring home from school is to help with homework and typing practice.

Signature of Parent/Guardian: _____

Signature of Principal: _____



Appendix 3 –

Transfer of School Assistive Technology to Another School with a Student

Terms and Conditions: (Ref: DES Circular 10/2013 Section 14) The 'School' in these terms and conditions is Jonah Special School

1. The Assistive Technology/Equipment is sanctioned to the school and will, as a general rule, remain the property of the school and be available for allocation to other or subsequent students with similar disabilities.
2. Where the equipment is of a specialised and individualised nature and may not be suitable for other students in the school, it is not efficient that such equipment be retained in the school.
3. Should the student in respect of whom the technology is sanctioned change school, including proceeding to post-primary school, Jonah Special School will consult with the SENO with regard to its transfer with the student where it is still appropriate for the students assessed needs.
4. Retention of technology in the school may be considered in certain circumstances outlined in Circular 10/2013 Section 14.
5. Where the school or the student has no further requirement for the equipment, the SENO, may allocate it to another school.
6. Jonah Special School may contact the school to which the student is transferring while processing any application for Transfer of Equipment.
7. The Board of Management will consider each application for Transfer of Equipment, in respect of any student to whom the technology is sanctioned who is changing school, including proceeding to post-primary school separately.
8. Following the Transfer of Equipment with a student to another school, Jonah Special School will no longer have responsibility for the equipment named in the application.



Appendix 4 –

Application for Transfer of School Assistive Technology to Another School with a Student

As the parent(s)/guardian(s) of _____ (Student's Name) I/we wish to apply for transfer of the following equipment provided for under the Department of Education and Skills Scheme of grants towards the purchase of essential Assistive Technology equipment for students with physical or communicative disabilities, to

_____ (School Name)
_____ (School Address)
_____ (School Contact Number)

Make and Serial Number: _____

Value of Equipment and Software: _____

This equipment will be used to continue to support my child in their new school setting. I confirm that I have read, fully understand, and accept the Terms and Conditions attached to this application as determined by Jonah Special School.

Name of Student:	
Name of Parent/Guardian:	
Address:	
Contact Number:	
Date :	
Signature of Parent/Guardian:	

Signature of Principal: _____