



# **Assistive Technology Policy**

## Contents

School Details:	3
Introduction	3
Rationale	3
Procedure to allow a Student to take Assistive Technology home:	3
Transfer of Equipment	4
Procedure to allow transfer of Assistive Technology with a student to another school:	4
Roles and Responsibilities	5
Appendix 1: Terms and Conditions for the use of Assistive Technology in the Home	6

## **School Details:**

Name: Castaheany Educate Together National School  
Address: Ongar Village, Dublin 15  
Telephone: 01-646 7484  
Email: office@castaheanyetns.ie  
Roll Number: 20186F  
Principal: Sheila Gaughan

## **Introduction**

The Board of Management of Castaheany ETNS has compiled this policy, terms and conditions and the attached agreement in line with the Department of Education and Skills Circular 10/2013 and our school's Child Safeguarding Statement in relation to essential assistive technology equipment.

## **Rationale**

The purpose of the document is to illustrate clear guidelines for the use of specialist equipment which has been recommended by the National Council for Special Education (NCSE) as being essential for pupils.

Castaheany Educate Together National 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.

## **Procedure to allow a Student to take Assistive Technology home:**

In accordance with DES Circular 10/2013 Section 13, the equipment purchased remains the property of the school and should normally be kept in the school. However, the Board of Management 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.

1. Parent(s)/ Guardian(s) will be required to read in full and agree to the Terms and Conditions Appendix 1 of this policy.
2. Parent(s)/ Guardian(s) will be required to sign a copy of Appendix 1 indicating that they accept all Terms and Conditions.
3. This application will be brought to the attention of the Board of Management and a decision made.

### **Transfer of Equipment**

In accordance with DES Circular 10/2013 Section 14, although equipment is sanctioned to support a particular pupil, 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, Castaheany Educate Together National School will consult with the SENO/ Visiting Teacher with regard to its transfer with the student where it is still appropriate for the pupils 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 or visiting teacher in conjunction with the SENO, may allocate it to another school.

Terms and Conditions are set out in *Appendix 1* of this policy to facilitate the responsibilities of Castaheany Educate Together National School under Circular 10/2013

An application form requesting the transfer of equipment provided, when a student is changing school, including proceeding to post-primary school is attached to this policy.

*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 Appendix 3 of this policy.
2. Parent(s)/ Guardian(s) will be required to complete an application to the Board of Management on behalf of their child for consent to take the assistive technology to another school. Appendix 4 of this policy.
3. This application will be brought to the attention of the Board of Management and a decision made.

### **Roles and Responsibilities**

The Board of Management of Castaheany Educate Together National 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 SENCO, ICT coordinator and the ICT support company 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, support teacher and parents.

### **Ratification and Review**

This policy was adopted by the Board of Management on 18th September 2023. This policy has been made available to school personnel, published on the school website and provided to the Parent-Teacher Association. A copy of this policy will be made available to the Department of Education and Skills and the Patron if requested. Hard copies of this, and all school policies, are available at the school on request.

This policy and its implementation will be reviewed by the Board of Management biannually.

Signed: Sheila Gaughan

(Principal)

Signed: Ann Ryan

(Chairperson, Board of Management)

Date: 18th September 2023

## Appendix 1: Terms and Conditions for the use of Assistive Technology in the Home

1. The laptop/tablet remains the property of Castaheany Educate Together National School.
2. Should the designated pupil change school, including to post-primary, the school will consult with the SENO with regard to the transfer of the device with the pupil where it is still appropriate for the pupil's assessed needs. The final decision regarding transfer will rest with the School.
3. The laptop/tablet will be used solely by the designated pupil and will not be used by or transferred to a third party.
4. The parent will remind and teach their child to take due care of the laptop/tablet at all times when handling, transporting and using the laptop/tablet
  - It is not to be left unattended in a public place
  - It is not to be left unattended in a classroom or other place in the school
  - All laptop/tablet leads must be unplugged from sockets and all accessories are to be stored safely and securely in the laptop/tablet case with the laptop/tablet when work is complete
  - It is not to be left in plain view in an unattended or unsecured vehicle but kept out of sight in the locked boot
  - It is not to be interfered with, tampered with or altered by a third party.
5. The laptop/tablet will be used solely to assist with typing skills and other school-related activities. Only school-approved programs, packages/applications and websites may be used.
6. The laptop/tablet must be returned to the school in good working order on or before the last day of the school year or earlier if requested by the school.
7. The laptop/tablet is covered under school insurance when on school property however, the equipment must be covered by home insurance if taken off the school premises. Pupils and parents must take reasonable care to avoid damage or loss.
8. Use of the laptop/tablet including all internet usage will be supervised by a parent/guardian and will be of an appropriate nature to minimise pupil's exposure to inappropriate material.
9. The school will make regular checks to update the laptops/tablets, ensuring that anti-virus software is kept up to date and also to check for inappropriate use.

10. The laptop/tablets will be used lawfully and in accordance with the school's Acceptable Use Policy regarding the ethical use of technology, use of legal software, use of the Internet and the protection of personal data.
11. The following is deemed as 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 cyberbullying
  - Downloading or loading software or applications that are not approved by the school Assistive Technology AUP and Contract
12. The laptop/tablet will be kept in good working order. All laptop/tablet faults, defects or malfunctions while in the care of the pupil are to be reported to the Principal or Class Teacher who will inform the member of staff with responsibility for the servicing and upkeep of the laptop/tablet.
13. Any repairs necessary due to damage caused to the laptop/tablet while in the care of the pupil will be arranged by the school and paid for by the parent of the pupil.
14. The laptop/tablet will not be sold, assigned, transferred or otherwise disposed of.
15. Any laptop/tablet markings, tags or plates or engravings will not be removed, concealed or altered. The laptop/tablet must not be marked in any way that will reduce the value of the laptop/tablet.
16. If the laptop/tablet is lost, stolen or damaged the parent will advise the Principal and the Gardaí as soon as possible.
17. Due to current software licensing arrangements covering home use, the laptop/tablet package cannot be used for any commercial purpose.
18. If any of these terms or conditions is breached, the Board of Management may at any time revoke this arrangement.

Name of Pupil: \_\_\_\_\_

Class Teacher: \_\_\_\_\_

Device Type and OD Number: \_\_\_\_\_

*I have read and accepted the terms and conditions of this contract.*

*The device will be covered by my home insurance.*

Signed: \_\_\_\_\_  
(Parent/Guardian)  
Date: \_\_\_\_\_

Signed on behalf of the school: \_\_\_\_\_

Role: \_\_\_\_\_

Date: \_\_\_\_\_

*(One copy of the signed contract will be kept by the parents and one will be kept on file in the school)*