



Sancta Maria College.

Policy for the Acceptable Use in the Home of School Owned Assistive Technology Devices 2022.

Introductory Statement.

This policy, the terms and conditions and the attached agreement was compiled in line with Department of Education and Skills Circular 10/2013 and our school's Child Safeguarding Statement in relation to essential assistive technology equipment for students with physical or communicative disabilities.

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 students who have been diagnosed as:

- having a serious disability ;
- and/or sensory or communicative disability to the extent that their ability to communicate through the medium of speech or writing is materially curtailed ;
- where it is clear that existing equipment in the school is insufficient to meet the child's needs;
- where, without such equipment, it will not be possible for such children to access the school curriculum

Any equipment purchased by the school under Department of Education and Skills Guidelines remains the property of the school, should normally be kept in the school and is subject to inspection by the Department of Education and Skills. However, the Board of Management may, in certain circumstances allow the use of the equipment in the student's home if deemed necessary by the teaching staff. Such circumstances are where it is agreed that the student could benefit from the use of technical support or equipment such as a school laptop/tablet.

This agreement endeavours to ensure the safe custody and handling of the equipment when in the care of the student outside of the school.

Procedure to allow Student to take Assistive Technology home

1. Parent/Guardian must write a brief letter outlining the reason why they believe it is necessary for the student to bring the assistive technology home.
2. The letter will be brought to the attention of the Board of Management and a decision made.
3. Parent/Guardian will be required to read in full and agree to the Terms and Conditions attached to this policy.

Ratification and Communication

This policy was ratified by the Board of Management on: January 30th 2023

Signed: PJ Gannon

(Chairperson of the Board of Management)

Signed: Tom O' Meara

(Principal)

Terms and Conditions for the use of Assistive Technology in the Home.



1. The laptop/tablet/AT equipment remains the property of Sancta Maria College.
2. Should the designated student change school, the school will consult with the SENO with regard to the transfer of the device with the student where it is still appropriate for the student's assessed needs. The final decision regarding transfer will rest with the School.
3. The laptop/tablet/AT equipment will be used solely by the designated students and will not be used by or transferred to a third party.
4. The parent/guardian will remind and teach their child to take due care of the laptop/tablet/AT equipment at all times when handling, transporting and using the laptop/tablet/AT equipment -
 - ▶ 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/AT equipment leads must be unplugged from sockets and all accessories are to be stored safely and securely in the laptop/tablet/AT equipment case with the laptop/tablet/AT equipment 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/AT equipment will be used solely to assist with typing skills and other school related activities. Only school approved programmes, packages/applications and websites may be used.
6. The laptop/tablet/AT equipment 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/AT equipment is covered under school insurance when on school property however, **the equipment must be covered by home insurance if taken off the school premises.** Students and parents must take reasonable care to avoid damage or loss.
8. Use of the laptop/tablet/AT equipment and including all internet usage will be supervised by a parent/guardian and will be of an appropriate nature to minimise student's exposure to inappropriate material.
9. The school will make regular checks to update the laptop/tablet/AT equipment, ensuring that anti-virus software is kept up to date and also to check for inappropriate use.
10. The laptop/tablet/AT equipment 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 re-claimed:
 - ▶ 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

12. The laptop/tablet/AT equipment will be kept in good working order. All laptop/tablet/AT equipment faults, defects or malfunctions while in the care of the students are to be reported to the Principal, Year-Head or Special Education Teacher who will inform the member of staff with responsibility for the servicing and upkeep of the laptop/tablet/AT equipment.
13. Any repairs necessary due to damage caused to the laptop/tablet/AT equipment while in the care of the student will be arranged by the school and paid for by the parent of the students.
14. The laptop/tablet/AT equipment will not be sold, assigned, transferred, or otherwise disposed of.
15. Any laptop/tablet/AT equipment 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/AT equipment.
16. If the laptop/tablet/AT equipment 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/AT equipment 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 student: _____

Year group and class: _____

Device Type and ID Number: _____

I have read and accept the terms and conditions of this contract.

The device will be covered by my house insurance.

Signed: _____

(Parent/Guardian)

Signed (student): _____

Date: _____

Signed on behalf of the school: _____

SENCO/Deputy Principal/Principal

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