



Acceptable Use in the Home of School Owned Assistive Technology Devices in Exceptional Circumstances , 2021

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 pupils 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 pupils 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, 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 pupil's home if deemed necessary by the teaching staff, in exceptional circumstances. This is where it is agreed that the pupil could benefit from the use of technical support or equipment such as a school laptop/tablet/assistive technology. This agreement endeavours to ensure the safe custody and handling of the equipment when in the care of the pupil outside of the school.

Procedure to allow Pupil to take Assistive Technology home

1. Parent/Guardian must agree to the Terms and Conditions involved in bringing assistive technology home in exceptional circumstances.
2. This agreement 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.

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

1. The laptop/tablet or other assistive technology remains the property of St. Anne's Special School.

2. Should the designated pupil change, or not return to school, the Assistive Technology must be returned to the school in good order.
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/assistive technology at all times when handling, transporting and using these devices—
 - It is not to be left unattended in a public place
 - All laptop/tablet leads must be unplugged from sockets and all accessories are to be stored safely and securely 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 assistive technology will be used solely to assist with school related activities. Only school approved programmes, packages/applications and websites may be used.
6. The assistive technology must be returned to the school in good working order on the pupil's return to the school.
7. The assistive technology 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 and 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 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.
10. 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 bullying
 - Downloading or loading software or applications that are not approved by the school
11. The Assistive Technology will be kept in good working order. All technology 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 technology.
12. Any repairs necessary due to damage caused to the technology while in the care of the pupil will be arranged by the school and paid for by the parent of the pupil.
13. The technology will not be sold, assigned, transferred or otherwise disposed of.
15. The technology must not be marked in any way that will reduce its value.
16. If the technology is lost, stolen or damaged the parent will advise the Principal and the Gardaí as soon as possible.
17. If any of these terms or conditions is breached, the Board of Management may at any time revoke this arrangement.

Ratification and Communication

This policy was ratified by the Board of Management on: _____

Signed: _____

(Chair)

Signed: _____

(Principal)