

Scoil Náisiúnta Chaisleáin Uí Liatháin

Policy re. Home Use of School Owned Assistive Technology Equipment

(Developed: April 2021)

Introduction:

This policy was developed by the staff as part of our Croke Park Hours' Schedule and in consultation with officers of the Parents' Association and the Board of Management, in April / May 2021.

Rationale

The policy, the terms and conditions and the Form of Agreement were compiled in line with Department of Education Circular 0010/2013 in relation to essential assistive technology equipment for pupils with physical or communicative learning difficulties.

The purpose of the document is to ensure that there are clear guidelines for home use of specialist equipment which have been recommended by the National Council for Special Education (NCSE) as being essential for pupils who have been diagnosed as:

- having a special need;
- and/or sensory or communicative needs 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 fully access the school curriculum.

Any equipment purchased by the school, under Department of Education Guidelines, 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 pupil's home. Such a circumstance might be where it is agreed that the pupil 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 technical support or equipment such as a school laptop.

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

Terms and Conditions:

1. The laptop (or any other approved assistive technology equipment) remains the property of the school.
2. Should the designated pupil change school, including post primary, the school will consult with the Special Education Needs Organiser, (SENO) with regard to the transfer of any approved assistive technology equipment with the pupil where it is still appropriate for the pupil's assessed needs. The final decision regarding transfer will rest with the Board of Management.
3. Parents / Guardians will remind their child to take due care of the laptop (or any other approved assistive technology equipment) at all times when handling, transporting and using the laptop / equipment and must ensure that:
 - It is not to be left unattended in a public place.
 - 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.

- It is not to be left in 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.
4. The laptop / equipment will be used solely to assist with typing skills, completion of homework assignments and other education-related activities. Only school approved software packages/applications may be used.
 5. The laptop / equipment is covered under school insurance. However, parents / guardians must take reasonable care to avoid damage or loss.
 6. Use of the laptop / equipment and including all internet usage will be supervised by a parent and will be of an appropriate nature to minimise pupil's exposure to inappropriate material.
 7. The laptop / equipment will be used lawfully and in accordance with the school's Internet Acceptable Use Policy (AUP) regarding the ethical use of technology, use of legal software, use of the internet and the protection of personal data. Parents / guardians shall agree to review and adhere to the current Internet Acceptable Use Policy (AUP), (available for viewing on our school Blog at www.castlelyonsns.com), specifically where this policy relates to the safe and appropriate use of approved IT equipment such as laptops etc.
 8. The following is deemed by the school as being completely unacceptable and may 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.
 9. The laptop / equipment will be kept in good working order. All laptop / equipment faults, defects or malfunctions, while in the home, are to be reported to the principal and / or class teacher.
 10. Any repairs necessary due to damage caused to the laptop / equipment while at home will be arranged by the school and will be required to be paid for by the parents / guardians of the pupil.
 11. The laptop / equipment will not be sold, assigned, transferred or otherwise disposed of by a parent / guardian.
 12. Any laptop / equipment markings, tags or plates or engravings will not be removed, concealed or altered. The laptop / equipment must not be marked in any way that might reduce the value of the laptop.
 13. If the laptop / equipment is lost, stolen or damaged, the parents / guardians will advise the principal as soon as possible, with all relevant details, record of events etc.
 14. Due to current software licensing arrangements covering home use, the laptop / equipment package cannot be used for any commercial purpose.
 15. If any of these terms or conditions is breached, the Board of Management may, at any time, revoke the Agreement at Appendix 1 of this policy.

Form of Agreement re. Home Use of School Owned Assistive Technology Equipment

Appendix 1

Equipment Make and Serial Number: _____

I / we confirm that I / we accept responsibility for taking into my / our possession a laptop / assistive technology equipment which is the property of Scoil Náisiúnta Chaisleáin Uí Liatháin.

I confirm that I have read and accept the terms and conditions of this Policy / Form of Agreement and other relevant policies, as are determined by Scoil Náisiúnta Chaisleáin Uí Liatháin.

Name of Pupil: _____

Class: _____

Name of Parent/Guardian: (BLOCK CAPITALS): _____

Address: _____

Contact Number: _____

Email: _____ (Please print clearly)

Signature of Parent/Guardian: _____ **Date:** _____

Signature of Principal: _____ **Date:** _____