

1 ASSISTIVE TECHNOLOGY POLICY

This policy has been developed in line with Department of Education and Skills 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:

- having a serious physical 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.

Kilcolgan 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, 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.

1.1 USE OF EQUIPMENT IN SCHOOL

The aim of assistive technology is to allow a student to access the curriculum. The aim is to enable each child to maximise the use of technology so that they can independently engage with class work. This can be different for each individual. The aim is on creative usage as opposed to consumption (creating work not watching videos or playing games).

1.1.1 STORAGE AND SHARING OF WORK

Students who are assigned a device will be assigned a Google account which is what they will use to store their work. The class teacher will be able to view and comment on their work and should periodically provide formative feedback, either written or verbal in the same way that they would in a copybook.

Work that needs to be printed can be shared with or emailed to the teacher for printing.

1.1.2 SKILL BUILDING

A special Assistive Technology Plan is created for each child who is assigned AT (See Appendix 1). This outlines broadly the skills that will need to be acquired for the child to make the most of their technology. Certain skills are best acquired at home (e.g. typing) and where home and school work closely together on target acquisition, the outcomes are best. The school has a Padlet of resources that will be shared with parents.

1.2 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 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. *Appendix 2*

1.2.1 PROCEDURE TO ALLOW A STUDENT TO TAKE EQUIPMENT HOME

Parent(s)/ Guardian(s) will be required to read in full and agree to the Terms and Conditions Appendix 1 of this policy.

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 home. Appendix 2 of this policy.

This application will be brought to the attention of the Board of Management and a decision made.

1.3 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 needs. Should the student in respect of whom the technology is sanctioned change school, including proceeding to post-primary school, Kilcolgan Educate Together National School will consult with the SENO with regard to its transfer with the student where it is still appropriate for the student's 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 3* of this policy to facilitate the responsibilities of Kilcolgan Educate Together National 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. *Appendix 4*

1.3.1 PROCEDURE TO ALLOW TRANSFER OF EQUIPMENT TO ANOTHER SCHOOL

Parent(s)/ Guardian(s) will be required to read in full and agree to the Terms and Conditions Appendix 3 of this policy.

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.

This application will be brought to the attention of the Board of Management and a decision made.

1.4 ROLES AND RESPONSIBILITIES

Parents are responsible for requesting an application be made for assistive technology as outlined in a relevant professional report (psychologist/ occupational therapist/ speech and language therapist etc)

The principal or designated teacher will then submit the application.

The SENO will assess the suitability of the application and make a recommendation to the Department of Education.

Once the Department of Education approve the equipment, the school will order it and set it up for use.

The class teacher, in conjunction with any relevant support teacher(s)/ SNA, parents and child will draft an Assistive Technology Plan. This will be shared with all relevant stakeholders.

The class teacher is responsible for ensuring that the equipment is safely stored and appropriately maintained in school. The class teacher is also responsible for collecting the equipment on Thursday evenings and at holiday periods and for handover of same when the child transitions from one class to the next.

The principal or designated teacher is responsible for actioning any necessary repairs once the class teacher has reported any defects to the principal.

Parents are responsible for ensuring safe and proper usage at home and for any damages that do not occur in school or where damage to equipment is repeated.

1.5 RATIFICATION & REVIEW

This policy was ratified by the Board of Management on the 6th December 2024

This policy will be reviewed in 2026

Signed: 
Chairperson

1.6 APPENDIX 1: ASSISTIVE TECHNOLOGY PLAN

Dear **Parents/Guardians** and **Student**

Hooray, you have just been awarded assistive technology! This means that you have received technology that will help you to learn in a way that suits you best. We hope that you will use the tools you have been given in a way that you find helpful. It doesn't mean that you won't ever use your copybooks or classroom technology again, but instead you have the choice to use your own personal devices to assist you with your learning when you feel it would be more helpful to do so. This document will give you some information on the following;

- Why you have received this technology and how you can maximise its effectiveness.
- How this technology will be helpful for you and who is responsible for helping you to get started.
- Some apps your teachers recommend for you and a place to keep your login details.

Assistive Technology				
Teacher	Choose Teacher			
Class / Support Role	SET			
Month Received	September			
Will be reviewed	September			
Type of Assistive Technology Received	<input type="checkbox"/> iPad <input type="checkbox"/> keyboard <input type="checkbox"/> laptop <input type="checkbox"/> printer <input type="checkbox"/> headphones <input type="checkbox"/> stylus <input type="checkbox"/> protective case <input type="checkbox"/> Cpen <input type="checkbox"/> mouse <input type="checkbox"/> touchpad <input type="checkbox"/> other (give details) Value of Equipment:			
Reasons for receiving				
Targets				
Helpful Apps	Literacy		Numeracy	
	Free	Available to purchase	Free	Available to Purchase
	Nessy Dolphin Easy Reader Endless Reader Pages HB Phonological Awareness TTRS (through library) TypingClub.com	Snap Type	TT Rockstars Math Puppy Khan Academy	Mod Math
Login Details:				

1.7 APPENDIX 2: 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 Kilcolgan Educate Together National School

The laptop/ iPad (or any other approved assistive technology/equipment) remains the property of the 'School'.

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.

The laptop/ iPad (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.

The parent will remind and teach their child to take due care of the equipment at all times when handling, transporting and using the equipment.

The equipment is not to be left unattended in a public place.

The equipment is to be kept safely; away from hot surfaces, fluids and on suitable flat surfaces.

All leads must be unplugged from sockets and all accessories are to be stored safely and securely in a suitable case, with the device when work is complete.

The equipment should not be left in plain view in an unattended or unsecured vehicle but kept out of sight in the locked boot.

The equipment is not to be interfered with, tampered with or altered by a third party.

The equipment will be used solely to assist with computer skills, completion of homework assignments and other school related activities. Only school approved software packages/applications may be used.

Normally the designated student will have use of the 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. In certain circumstances the School may extend use of the equipment to weekends or holiday time if it is agreed that this will further facilitate and support the student's learning needs.

The equipment must be returned to the school in good working order at any time when requested by the School.

The parent must take reasonable care to avoid damage or loss.

Use of the 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.

A teacher may check the device at any time and may make updates, download software or check usage.

The 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.

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

The equipment will be kept in good working order. All faults, defects or malfunctions while in the care of the student are to be reported to the Principal or Class Teacher.

Any repairs necessary due to damage caused to the equipment while in the care of the student will be arranged by the School and paid for by the parent of the student.

The equipment will not be sold, assigned, transferred or otherwise disposed of.

Any markings, tags or plates or engravings will not be removed, concealed or altered. The equipment must not be marked in any way that might reduce its value.

If the equipment 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.

Due to current software licensing arrangements covering home use, the software on the equipment cannot be used for any commercial purpose.

If any of these terms or conditions is 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 in the [Online Library](#).

1.8 APPENDIX 3: APPLICATION FOR HOME USE OF SCHOOL ASSISTIVE TECHNOLOGY

As the parent(s)/guardian(s) of _____(Student's Name) we/I 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.

Device Make and Serial Number:

Value of device and associated hard & 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 Kilcolgan Educate Together National School, (Roll Number: 20326S) 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 (IAUP) as determined by Kilcolgan Educate Together National School.

Name of Student: _____ **Class:** _____

Name of Parent/Guardian: _____

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

Contact Numbers:

I, _____(Student) understand that this device I have been given to bring home from school is to help with homework.

Signature of Student: _____

Signature of Principal: _____

1.9 APPENDIX 4: 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 Kilcolgan Educate Together National 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, Kilcolgan 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 student's 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 or visiting teacher in conjunction with the SENO, may allocate it to another school.
6. Kilcolgan Educate Together National 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, Kilcolgan Educate Together National School will no longer have responsibility for the equipment named in the application.

1.10 APPENDIX 5: APPLICATION FOR TRANSFER OF SCHOOL ASSISTIVE TECHNOLOGY TO ANOTHER SCHOOL WITH A STUDENT

As the parent(s)/guardian(s) of _____ (Student's Name) we/I 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 her new school setting.

I confirm that I have read, fully understand and accept the Terms and Conditions attached to this application as determined by Kilcolgan Educate Together National School.

Name of Student: _____ **Class:** _____

Name of Parent/Guardian: _____

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

Contact Numbers: _____

I confirm the above technology has been approved for transfer by the SENO and Kilcolgan Educate Together and will be entrusted to the parents for transfer.

Signature of Principal: _____

