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Non Scholae Sed Vitae Discimus



Scoil An Chuilleanaigh

## Cullina National School –

### Assistive Technology Policy – January 2019

#### **Introduction:**

This policy, the terms and conditions and the attached agreement was compiled in line with Department of Education and Skills Circular 10/2013 in relation to essential assistive technology equipment for pupils with physical, specific learning and/or communicative disabilities.

#### **Rationale:**

The purpose of the document is to ensure clear guidelines on the allocation and home use of specialist equipment which has been recommended by the National Council for Special Education (NCSE)

#### **Allocation**

On occasion an external professional may recommend a particular resource 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. These resources are granted when it is clear that existing equipment in the school is insufficient to meet the child's needs and where without such equipment it will not be possible for such children to adequately access the school curriculum

#### **Procedures**

Any equipment purchased by the school under Department of Education and Skills 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 circumstances are where it is agreed that the pupil could potentially benefit from or achieve a degree of improvement in their academic and educational performance, their learning and their completion of homework through the use of technical support or equipment such as a laptop/tablet.

## **Procedure to allow Pupil to take Assistive Technology home**

1. Parent/Guardian must write a brief letter outlining the reason why they believe it is necessary for the pupil 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 expectations listed below

## **Terms and Conditions: Re: The Home Use of School Owned Assistive Technology**

1. The laptop/tablet remains the property of Cullina National School.
2. Should the designated pupil change school, including to post-primary, the school will consult with the SENO with regard to its transfer with the pupil where it is still appropriate for the pupil's assessed needs.
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, completion of homework assignments and other school related activities. Only school approved packages/applications 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; however, the parent 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 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 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 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
- 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.** If any of these terms or conditions is breached, the Board of Management may at any time revoke this arrangement.

This policy was adopted by the Board of Management on January 29<sup>th</sup>, 2019

\_\_\_\_\_ (Chairman)

29/1/2019