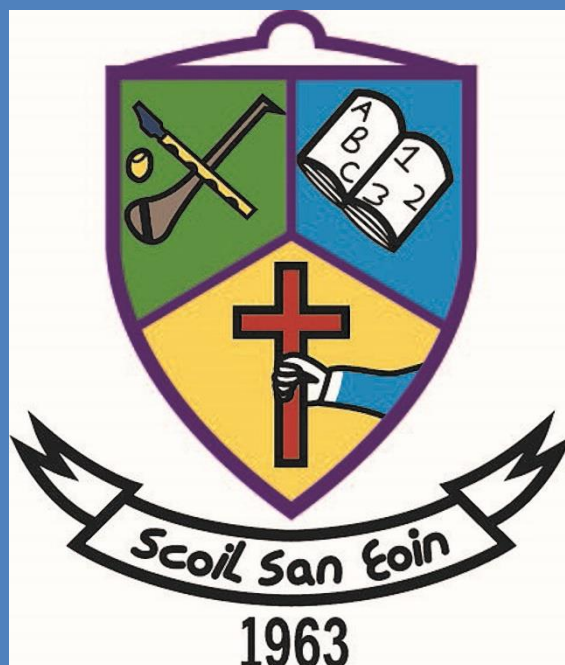


SCOIL SAN EOIN USE & TRANSFER OF SCHOOL OWNED ASSISTIVE TECHNOLOGY



RATIONALE

This policy, its 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 or communicative disabilities.

The purpose of the document is to ensure clear guidelines for use and ownership 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 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

EQUIPMENT

Any equipment purchased by the school under Department of Education and Skills Guidelines remains the property of the school and should be kept in the school (Circular 10/2013 Section 13).

The Board of Management will have responsibility for maintenance, repair and insurance of the equipment.

Terms and Conditions

1. The assistive technology equipment remains the property of Scoil San Eoin.
2. The assistive technology equipment will be used solely by the designated pupil and will not be transferred to a third party.
3. Pupils may transfer homework to and from the specialist equipment using a USB if required.
4. Should the pupil change school, including transfer to post-primary school, the school will consult with the SENO with regard to the transfer of any approved assistive technology with the pupil where it is deemed appropriate to the pupils assessed needs. The final decision regarding transfer will rest with the school Board of Management.
5. The teacher will remind the pupil to take due care of the assistive technology at all times when handling, transporting and using the equipment.
6. All laptop leads must be unplugged from sockets and all accessories must be stored safely and securely when the laptop work is complete. The laptop must not be left in plain view
7. The equipment is not to be interfered with, tampered with or altered by a third party

EQUIPMENT

Terms and Conditions

8. The laptop will be used solely to assist with typing skills, completion of assignments and other school related activities. Only school approved software packages/applications may be used.
9. The laptop is covered under school insurance; however, the pupil must take reasonable care to avoid damage or loss.
10. Use of the laptop, including all internet usage will be supervised by the teacher and will be of an appropriate nature to minimize pupil's exposure to inappropriate material (see Acceptable Use Policy).
11. The school will make regular checks to update the laptops, ensuring that anti-virus software is kept up to date and also to check for inappropriate use.
12. The laptop will be used lawfully and in accordance with the schools 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, sign and adhere to the current Acceptable Use Policy where this policy relates to the safe and appropriate use of approved equipment such as laptops.
13. The following is deemed by the school as being completely unacceptable and will result in equipment being re-claimed and reported to the Board of Management and/or relevant authorities:
 - Accessing, transmitting or receiving obscene or pornographic material
 - Engaging in cyber cheating or plagiarism
 - Engaging in cyber bullying
 - Downloading or loading software or applications that are not approved by the school
14. The laptop will be kept in good working order. All laptop faults, defects or malfunctions while in the care of the pupil are to be reported to the class teacher or principal immediately.
15. Any repairs necessary due to damage caused to the laptop while in the care of the pupil will be arranged by the school and paid for by the school
16. The laptop will not be sold, assigned, transferred or otherwise disposed of.
17. Any laptop markings, tags, plates or engravings will not be removed, concealed or altered. The laptop must not be marked in any way that may reduce its value.
18. If the laptop is lost, stolen or damaged the Principal will inform relevant authorities immediately.
19. Due to current software licensing arrangements, the laptop cannot be used for any commercial purpose.

If any of these terms or conditions are breached, The Board Of Management may at any time revoke this arrangement.

RATIFICATION AND COMMUNICATION

This policy was ratified by the Board of Management of Scoil San Eoin on _____.
It will then be circulated to each teacher. It will then also be made available on the school website.

Signed:

Ms. Caroline Mooney
Chairperson

Ms. Linda Greene
Principal

Date: _____

Date: _____