



HOME USE OF SCHOOL OWNED ASSISTIVE TECHNOLOGY DEVICES

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 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 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.

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 equipment in the pupil's home if deemed necessary by the teaching staff. Such circumstances are 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 work through the use of technical equipment.

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 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 Terms and Conditions attached to this policy.

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

1. The device remains the property of Navan Educate Together National School.
2. Should the designated pupil change school, including to post-primary, the school will consult with the SENO with regard to the transfer of the device with the pupil where it is still appropriate for the pupil's assessed needs.
3. The device will be used solely by the designated pupil/s and will not be used by or transferred to a third party.
4. The parent/guardian will remind and teach their child to take due care of the device at all times when handling, transporting and using it.
 - It is not to be left unattended in a public place.
 - It is not to be left unattended in the classroom or other place in the school.
 - All leads must be unplugged from sockets and all accessories are to be stored safely and securely with the device when work is complete.
 - It is not to be interfered with, tampered with or altered by a third party.
5. The device will be used solely to assist with school related activities. Only school approved software packages/applications may be used.
6. The device must be presented to the pupil's class teacher, in good working order, when requested by the school.
7. The pupil and parent/guardian must take reasonable care to avoid damage or loss.
8. Use of the device, including all internet usage, is the responsibility of the parent/guardian. The usage will be of an appropriate nature to minimise pupil's exposure to inappropriate material.

9. The school will make regular checks to update the device and to check for inappropriate use.
10. The device 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. The parent/guardian shall agree to review and adhere to the current School Acceptable Use Policy, specifically where this policy relates to the safe and appropriate use of approved IT equipment.
11. The following is deemed by the school as being completely unacceptable and will result in a review of the loan agreement:
 - 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 device will be kept in good working order. All device 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 teacher with responsibility for the servicing and upkeep of the device.
13. Any repairs necessary due to damage caused to the device while in the care of the pupil will be arranged by the school and paid for by the parent/guardian of the pupil.
14. The device will not be sold, assigned, transferred or otherwise disposed of.
15. Any device markings, tags or plates or engravings will not be removed, concealed or altered. The device must not be marked in any way.
16. If the device is lost, stolen or damaged the parent/guardian will advise the Principal and the Gardaí as soon as possible, orally and in writing including all relevant details.
17. Due to current software licensing arrangements covering home use, the device package cannot be used for any commercial purpose.
18. If any of these terms or conditions are breached, the school Board of Management may at any time revoke this arrangement.

This agreement was ratified by the BOM Navan Educate Together NS

Signed: Anthony Mackey

Date: 16th June 2021

(Chairperson BOM Navan Educate Together NS)



Agreement by Pupil and Parent

Re: Home Use of School Owned ICT Equipment

Device Make and Serial Number: _____

Accompanying Equipment: _____

I confirm that I accept responsibility for taking into my possession a device which is the property of Navan Educate Together National School (Roll Number:20164S).

I confirm that I have read, fully understand and accept the Terms and Conditions in this agreement and other relevant policies as are determined by Navan Educate Together National School.

Name of Pupil: _____ Class: _____

Teacher: _____

Signature of Pupil: _____

Name of Parent/Guardian (BLOCK CAPITALS): _____

Signature of Parent/Guardian: _____ Date: _____

Address: _____

Contact Numbers: Home: _____ Mobile: _____

Signature of Principal: _____ Date: _____