



Policy for the Home Use of School Owned Assistive Technology (Pupils and Parents)

Rationale

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.

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

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 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 will be required to read in full and agree to the Terms and Conditions attached to this policy.

Terms and Conditions:

1. The device (or any other approved assistive technology/equipment) remains the property of DSPNS.
2. Should the designated pupil change school, including to post primary, the School will consult with the 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 School Board of Management.
3. The device (or any other approved assistive technology/equipment) 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 device (or any other approved assistive technology/equipment) at all times when handling, transporting and using the device/equipment.
 - 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 device leads must be unplugged from sockets and all accessories are to be stored safely and securely in the device case, with the device 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 device will be used solely to assist with typing skills, completion of homework assignments and other school related activities. Only school approved software packages/applications may be used.
6. The designated pupil will have use of the device in school. If it is deemed necessary by the class teacher and school principal, it may be taken home each evening from Monday to Thursday during school term. It is to be returned to the school on Fridays for safe keeping over the weekends.
7. The device must be returned to the school in good working order on or before the last day of each term or earlier if requested by the principal.
8. The device is covered under school insurance when it is on the school property, however, the equipment must be covered by home insurance if taken off the school premises. Parents and pupils must take reasonable care to avoid damage or loss. The school will not be responsible for repair or replacement costs if school management considers that the device was not treated with reasonable care. Water damage is excluded from insurance, so care must be taken to keep the device away from liquids.
9. Use of the device 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. While a device is on school premises, websites that are visited are filtered by the school's broadband. When at home, usage must be monitored as the device will be filtered by your home broadband. Please ensure that only appropriate content is accessed.
10. The School will make regular checks to update the devices, ensuring that anti-virus software is kept up to date and also to check for inappropriate use.

11. 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 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 such as devices.
12. The following is deemed by the School as being 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
13. 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.
14. 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 of the pupil.
15. The device will not be sold, assigned, transferred or otherwise disposed of.
16. Any device markings, tags or plates or engravings will not be removed, concealed or altered. The device must not be marked in any way that might reduce the value of the device.
17. If the device 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.
18. Due to current software licensing arrangements covering home use, the device package cannot be used for any commercial purpose.
19. If any of these terms or conditions are breached, the School Board of Management may at any time revoke this arrangement.

Please note: The School's Acceptable Use Policy can be viewed on <https://www.dspns.ie/wp-content/uploads/2020/05/Acceptable-Technology-Use-Draft-05.05.2020.pdf>

All policies are accessible here: <https://www.dspns.ie/policies/>

Ratification and Communication

This Policy, the Terms and Conditions and the Agreement was proposed and ratified by the Board of Management on: 13th January 2021

Signed: _____ (Chair) Date: _____

Signed: _____ (Principal) Date: _____

Date of next review: _____



Use of School Owned Assistive Technology at Home

Agreement to be signed by Pupil and Parent

Device Make:	
Serial Number:	
Value of device, additional hardware and software:	

I confirm that I accept responsibility for taking into my possession a device, which is the property of Dalkey School Project National School (Roll Number: 19612M), when my child requires it.

I confirm that I have read, fully understand and accept the Terms and Conditions attached to this agreement and other relevant policies. This includes, but is not limited to the Acceptable Use of Technology Policy, the Child Protection Policy and any other school policy, as determined by Dalkey School Project National School.

Name of Pupil:	
Class:	
Teacher:	
Signature of Pupil:	

Name of Parent/Guardian (BLOCK CAPITALS):	
Address:	
Contact Number (Home):	
Contact Number (Mobile):	
Signature of Parent/Guardian:	
Date:	

Signature of Principal:	
Date:	