



*"Let the rooms
be full of happiness"*

*Scoil Iósaf National School,
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Roll Number 13647B Charities Registration No 20201993

**Policy regarding Home Use of
School Owned
Assistive Technology**

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 (AT) for pupils with physical or communicative disabilities.

For clarity purposes, the term Assistive Technology (AT) refers to specialist technology designed to support pupils learning as recommended by the National Council for Special Education (NCSE). The purpose of the document is to ensure clear guidelines for it's use 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 AT 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 AT 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 laptop.

This agreement endeavours to ensure the safe custody and handling of the AT when in the care of the pupil outside of the school.

Procedure to allow Pupil to take Assistive Technology home

1. Parent must request meeting with Class and/or Support Teacher to discuss need for AT use at home. Alternatively, a Class/Support Teacher can bring this to the attention of a parent and request meeting regarding same.
2. Following this meeting the principal may give permission on a provisional basis until the next Board of management meeting.
3. If this is sanctioned by the BoM, the parent will be required to read in full and agree to the Terms and Conditions attached to this policy.

This Policy, the Terms and Conditions and the Agreement was proposed and ratified by the Board of Management on 17.10.24

Signature of Chairperson:

Geraldine McDonald.

Date: 17/10/24

Terms and Conditions:

- The AT remains the property of Scoil Iósaf.
- AT is provided as a learning tool only and should not be used for any other purpose. The AT 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.
- Log in codes and passwords will be given by the school to the pupil. Under no circumstances should these codes/passwords be changed or communicated to a third party unless advised to do so.
- Should the designated pupil change school, including to post primary, the School will consult with the SENO (SET or Principal to phone to check) with regard to the transfer of any approved AT with the pupil where it is still appropriate for the pupil's assessed needs. The final decision regarding transfer will rest with the School's Board of Management.
- The AT will be used solely by the designated pupil 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 AT at all times when handling, transporting and using the laptop/equipment.
- The AT should be used in a common area within the home.
- AT is not to be left unattended in a public place.
- AT is not to be left unattended in a classroom or other place in the school. Consideration to be given to PE, breaktimes, etc. and safe placement of AT during these times. When leaving the classroom the technology must be closed down/secured and placed in a safe place at the end of the day.
- All laptop leads must be unplugged from sockets and all accessories are to be stored safely and securely in the laptop case, with the laptop when work is complete.
- AT is not to be left in plain view in an unattended or unsecured vehicle but kept out of sight in the locked boot.
- AT is not to be interfered with, tampered with or altered by a third party.
- The designated pupil will have use of the AT each evening from Monday to Thursday during school terms and it is to be returned to the school on Fridays for safe keeping over the weekends.
- The AT 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.
- The AT is covered under school insurance, however, the parent must take reasonable care to avoid damage or loss.
- Use of the AT 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.
- The School will make regular checks to update AT insofar as is possible, ensuring that anti-virus software is kept up to date and also to check for inappropriate use.
- The AT 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 laptops.

- 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.

- The AT will be kept in good working order. All AT faults, defects or malfunctions while in the care of the pupil are to be reported to the appropriate teacher/ SET or Principal.
- 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 parent of the pupil. Parents may arrange for the AT to be included in their household insurance to cover damage or loss while in their possession.
- The AT will not be sold, assigned, transferred or otherwise disposed of. Any query over same will be directed to the SENO by the SET or Principal.
- Any AT markings, tags or plates or engravings will not be removed, concealed or altered. The AT must not be marked in any way that might reduce the value of the laptop.
- If the AT 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 laptop package cannot be used for any commercial purpose.
- If any of these terms or conditions are breached, the School Board of Management may at any time revoke this arrangement.

Agreement for signing by Pupil and Parent.

Re: Home Use of School Owned Assistive Technology

Laptop Make and Serial Number:

Value of laptop and software: _____

I confirm that I accept responsibility for taking into my possession a laptop (or any other approved assistive technology/equipment) which is the property of Scoil Íósaf Roll Number: 13647B after school on weeknights 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 as are determined by Scoil Íósaf.

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: _____