

St Louis National School – Rathkenny

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School Roll Number: 15483H

Revision Two
October 2024

St Louis National School Assistive Technology Policy

Introduction and Rationale

This policy has been developed in line with Department of Education and Skills Circular 10/2013.

Assistive Technology is provided under the Department of Education and Skills Scheme of grants towards the purchase of essential assistive technology equipment is for students who have been diagnosed as:

- (i) having a serious physical 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
- (ii) where it is clear that existing equipment in the school is insufficient to meet the child's needs without unduly depriving other children of access to the equipment.
- (iii) where without such equipment it will not be possible for such children to access the school curriculum.

St Louis National School, may apply to the National Council for Special Education (NCSE) Special Educational Needs Organiser (SENO) under the terms of this scheme for essential assistive technology equipment for individual students when required and when recommended by relevant professionals, such as Educational Psychologists, Occupational Therapists, Speech and Language Therapists etc.

Sections 13 and 14 from the DES Circular 10/2013 outline the school's responsibility in relation to equipment purchased under this scheme and matters relating to use of and transfer of such equipment between schools.

Purchase of Equipment

If assistive technology has been sanctioned by the Department of Education, the steps of Circular 10/2013 will be followed exactly in the process of applying for, purchasing and completing paperwork for the assistive technology

Roles and Responsibilities

The Management Authority of St Louis National School acknowledges the responsibilities and requirements set out in DES Circular 10/2013 in relation to equipment purchased under the provisions of the scheme of grants towards the purchase of essential assistive technology equipment for students with physical or communicative disabilities.

Transfer of Equipment between Schools

Subject to the provisions of Section 14 of the circular regarding the transfer_of equipment between schools, the equipment will remain the property of the school. The school's management authority will

have responsibility for maintenance, repair, insurance etc. of the equipment. The management authority will ensure safe custody and careful handling of the equipment. Equipment purchased should normally be kept in the school. However, the pupil in question may, with the consent of the management authority, use the equipment at home. Although the equipment will be sanctioned for a particular pupil the equipment will, as a rule, remain the property of the school and will be available for allocation to subsequent pupils with similar disabilities. Where the school has no further requirement for the equipment or where a pupil transfers to a different school, the SENO may allocate it to another school in the interests of meeting needs to the greatest extent possible.

However, some of the equipment which is sanctioned is of a specialist and individualised nature and may not be suitable for other students in the school. In such circumstances it is not efficient that such equipment should be retained in a school, when the student for which the equipment was sanctioned transfers to a new school and would have to be re sanctioned for similar equipment in the new school, at considerable expense.

Should the pupil in respect of whom the technology is sanctioned change school, including proceeding to post primary school, the new school, or the school that was sanctioned the technology should consult with the SENO/Visiting Teacher with regard to its transfer with the pupil where it is still appropriate for the pupil's assessed needs. This will ensure that there is no gap in support for the pupil and to enable the pupil to continue to use suitable and familiar resources in their new setting. Retention of technology may be considered where the technology is out of date, it is no longer suitable to the needs of the transferring pupil or there is another child enrolled/enrolling and in respect of whom the school would be applying to the SENO for the same technology.

Where the school or the pupil has no further requirement for the equipment, the SENO, or visiting teacher in conjunction with the SENO, may allocate it to another school in the interests of meeting needs to the greatest

Procedure to allow transfer of Assistive Technology with a student to another school:

1. Parent(s)/ Guardian(s) will be required to read in full and agree to the Terms and Conditions of this policy.
2. Parent(s)/ Guardian(s) will be required to complete an application to the Board of Management on behalf of their child for consent for the assistive technology to be transferred with their child to another school.

This application will be brought to the attention of the Board of Management and a decision made.

Transfer of School Assistive Technology to Another School with a Student Terms and Conditions: (Ref: DES Circular 10/2013 Section 14)

The 'School' in these terms and conditions is St Louis National School

1. The Assistive Technology/Equipment is sanctioned to the School and will, as a general rule, remain the property of the school and be available for allocation to other or subsequent students with similar disabilities.
2. Where the equipment is of a specialised and individualised nature and may not be suitable for other students in the school it is not efficient that such equipment be retained in the school.
3. Should the student in respect of whom the technology is sanctioned change school, including proceeding to post-primary school, St Louis National School will consult with the SENO/ Visiting Teacher with regard to its transfer with the student where it is still appropriate for the students assessed needs.
4. Retention of technology in the school may be considered in certain circumstances outlined in Circular 10/2013 Section 14.

5. Where the school or the student has no further requirement for the equipment, the SENO or visiting teacher in conjunction with the SENO, may allocate it to another school.
6. St Louis National School may contact the school to which the student is transferring while processing any application for Transfer of Equipment.
7. Parents will be expected to apply to the Board of Management to request the Transfer of Equipment (Appendix Two)
8. The Board of Management will consider each application for Transfer of Equipment, in respect of any student to whom the technology is sanctioned who is changing school, including proceeding to post-primary school separately.
9. Following the Transfer of Equipment with a student to another school, St Louis National School will no longer have responsibility for the equipment named in the application.
10. The school will organise a transfer of the assistive technology to the new school in the August that the student begins post primary school

Home Use of School Owned Assistive Technology

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 laptop. Each case will be considered individually.

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 below.
4. Parents will be required to sign a form agreeing to the terms and conditions of home use (Appendix One)

Terms and Conditions for Home Use:

1. The laptop (or any other approved assistive technology/equipment) remains the property of (the '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 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 laptop (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 laptop (or any other approved assistive technology/equipment) at all times when handling, transporting and using the laptop/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 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.
 - It is not to be left in plain view in an unattended or unsecured vehicle.
 - It is not to be used, interfered with, tampered with or altered by a third party.
5. The laptop 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 laptop each evening from Monday to Thursday during school terms
7. The pupil is not permitted to have the laptop over the weekend.
8. The pupil must return the laptop to school each day
9. The laptop 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.
10. Use of the laptop 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.
11. The school will make regular checks to update the laptops and to check for inappropriate use.
12. The laptop 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.
13. If the pupil is in breach of the internet usage provision mentioned in 11, the privilege of home use will be immediately revoked.
14. 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
15. 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 Principal or Class Teacher who will inform the teacher with responsibility for the servicing and upkeep of the laptop.
16. 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.

17. The laptop will not be sold, assigned, transferred or otherwise disposed of.
18. Any laptop markings, tags or plates or engravings will not be removed, concealed or altered. The laptop must not be marked in any way that might reduce the value of the laptop.
19. If the laptop 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.
20. Due to current software licensing arrangements covering home use, the laptop package cannot be used for any commercial purpose.
21. 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 our school website.

Signed: Gerry Boyle

Chairperson BOM

Date: 6th November 2024

Original signed copy available to view on request in school

Appendix One

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 which is the property of St Louis N.S., Roll Number: 15483H 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 under **Terms and Conditions for Home Use** and other relevant policies as are determined by St Louis N.S.

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: _____

Appendix Two

Application for Transfer of School Assistive Technology to Another School with a Student

As the parent(s)/guardian(s) of _____ (Student's Name) we/I wish to apply for transfer of the following equipment provided for under the Department of Education and Skills scheme of grants towards the purchase of essential assistive technology equipment for students with physical or communicative disabilities, to

_____ (School Name)

_____ (School Address)

_____ (School Contact Number)

Make and Serial Number:

This equipment will be used to continue to support my child in her new school setting. I confirm that I have read, fully understand and accept the Terms and Conditions attached to this application as determined by St Louis National School. I understand that by signing this form, St Louis National School will not have any responsibility for this technology and it will become the property of the new school from the moment it is handed over by St Louis NS.

Name of Student: _____

Class: _____

Name of Parent/Guardian (BLOCK CAPITALS): _____

Signature of Parent/Guardian: _____

Date: _____

Address: _____

Contact Numbers:

Home: _____

Mobile: _____

Signature of Principal: _____