



Borrisokane Community College

Adaptive and Assistive Technology Policy

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Rialtas na hÉireann
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Có-mhainithe ag an
Aontas Eorpach

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Borrisokane Community College

Mission Statement

We seek to promote a caring and committed school community which will facilitate the education of our students and where each individual is valued as a unique human being.

"Is ar scáth a chéile a mhairimid"

School Owned Adaptive and Assistive Technology

Introduction

- This policy must be read in conjunction with Borrisokane Community College Acceptable Use Policy, SEN Policy and Code of Behaviour.
- Students may lose their right to use the device and to have it in their possession if they abuse their responsibilities and breach this policy; the school's AUP; or the school's Code of Behaviour.
- All devices granted by the National Council of Special Education (NCSE) remain the property of the school. Students who have NCSE granted devices in primary school, the device will transfer with the student and remain the property of this school when the student leaves.

Definition

Assistive technology is technology used by individuals with disabilities and/or learning differences in order to perform functions that might otherwise be difficult or impossible.

Examples of Assistive Technology used in Borrisokane Community College include but are not limited to:

- Ipad / Apple pen / Keyboard
- Larger Ipad
- Laptop
- Reading Pen
- Roger Select
- Keyboards Mini

Application Process

If Assistive Technology has been deemed "essential" by a qualified professional (for example Psychological, Occupational therapist, visiting teacher etc) parents can make an application through the school for the recommended equipment. The NCSE processes applications for Assistive Technology for students with special educational needs for those that meet the criteria set out in Circular 10/2013 (Appendix 1). Completed application forms are submitted to the SENO along with the professional report(s) supporting the application. Applications are then forwarded by the SENO to the Department of Education, who make the decision on all applications.

Record of Students using AT

Students with recommendations for using AT or who have been granted AT equipment by the NCSE are recorded on the SEN spreadsheet and on their student support plan. The Digital Learning Coordinator / Principal will also keep a list of those in receipt of NCSE and school funded equipment. Lead teachers will advise relevant subject teachers where appropriate.

Transfer of Equipment

Although equipment is sanctioned to support a particular pupil, the equipment is sanctioned to a school and will, as a general rule, remain the property of the school and be available for allocation to other or subsequent pupils with similar disabilities. 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 extent possible.

Damage or Loss of Equipment

- Students must report any damage or loss to the Digital Learning Coordinator/Principal who will determine necessary action.
- All devices are covered by a manufacturer's warranty for two years. The warranty covers manufacturer's defects.
- If a device is lost or damaged by neglect or misuse it is the family's financial responsibility to replace the device. If a device is damaged, the school will work with the student and supplier to resolve any warranty issues.

Student Responsibilities

- To ensure your device is fully charged each day;
- Keep your device within its protective case;
- Use of the camera and internet is only allowed when you have direct and explicit permission from your teacher;
- No non-school Apps and/or websites should be downloaded or accessed. Do not download any Apps that may harm your device or other systems;

- Do not let anyone else use the device other than your teachers and parents;
- Report any problems, damage or theft immediately to the principal.

Parental Responsibilities

- Parents should ensure the device is appropriately cared for when in the home and used for school purposes only;
- Parents should report any issues to school management as soon as possible.

School's Responsibilities

- To enforce this Policy, the AUP and the Code of Behaviour;
- School will make every effort to resolve any reported issues relating to ownership, possession or use of the device.

Restricted Use and Confiscation

- Students who breach this Policy and/or the AUP and/or any reasonable standards of user of the device will be subject to sanction as per the school Code of Behaviour.
- A device may also be confiscated for a limited period because of misuse either by the student or any other student.

Policy Adoption and Review

This policy was adopted by Borrisokane Community College Board of Management on **5 December 2024** and will be due for review during the school year 2026.

This policy was noted by Tipperary ETB on 10 December 2024.

Dissemination and Publication

This policy will be made available to school personnel and published on the school website.

Appendix 1

Circular 10/2013 - [Scheme of grants towards the purchase of essential assistive technology equipment for pupils with physical or communicative disabilities](#)

Appendix 2

Terms and Conditions of Use of School Owned Devices

This agreement applies to any and all technology supplied by the school, for example Laptop /recording device etc

1. The device remains the property of Borrisokane Community College.
2. The device will be used solely by the designated pupil and will not be used by or transferred to a third party.
3. The parent will remind and teach their child to take due care of the device at all times when handling, transporting and using the device.
4. The device is not to be left unattended in a classroom or other place in the school.
5. The device is not to be interfered with, tampered with or altered by a third party.
6. The device will be used solely to assist with typing skills, completion of homework assignments and other school related activities. Only school approved packages/applications may be used.
7. The device must be returned to the school in good working order at the end of the Leaving Cert Examinations.
8. Pupil and parent must take reasonable care to avoid damage to or loss of the device.
9. The laptop will be used lawfully and in accordance with the school's Acceptable Usage Policy regarding the ethical use of technology, use of legal software, use of the Internet and the protection of personal data.
10. Students who breach this Policy and/or the AUP and/or any reasonable standards of use of the device will be subject to sanction as per the school Code of Behaviour.
11. The device will be kept in good working order. All laptop/device faults, defects or malfunctions while in the care of the pupil are to be reported to the Principal as soon as possible.
12. 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.
13. Any laptop/device markings, tags, plates or engravings will not be removed, concealed or altered. The laptop must not be marked in any way that will reduce the value of the laptop/device.
14. The laptop/device will not be sold, assigned, transferred or otherwise disposed of.
15. Due to current software licensing arrangements covering home use, the laptop package cannot be used for any commercial purpose.
16. If any of these terms or conditions is breached, the Principal may at any time revoke this arrangement.

Please sign below to show that you agree with the terms and conditions outlined above:

_____ Parent Signature

_____ Student Signature