



# **St. Oliver Post Primary**

## **School Owned**

## **Assistive Technology**

## **Policy**

November 2022

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# School Owned Assistive Technology

## Introduction:

- This agreement is for Pupils and Parents/Guardians regarding the Use of School Owned Assistive Technology.
- We acknowledge the support of our parents in this initiative. We anticipate this support will continue and that this initiative will enhance teaching and learning for all participating students.
- This policy must be read in conjunction with the St Oliver Post Primary School's Acceptable Use Policy and Code of Behaviour.
- Usage, within the school is a privilege and not a right. 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.

## Substitution of Equipment:

- In the event that a student's device is inoperable, the school will try to provide a spare device for use while the student's device is repaired or replaced. This agreement remains in effect for the substitute device.
- However, only one substitute device will be provided to a student at any one time. If a student damages, forgets to bring this replacement device to school, or comes to school with it uncharged, a substitute will not be provided.

## Damage or Loss of Equipment:

- Students must report any damage or loss to the Principal and ICT Co-ordinator, who will determine necessary action.
- All devices are covered by a manufacturer's warranty of one year. 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;
- Always store your device in your designated locker outside of class time;
- 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;
- Notifications should be switched off on the devices (set "Do Not Disturb" to "On");
- Do not let anyone else use the device other than your teachers and parents;
- Report any problems, damage or theft immediately to SEN Coordinator / LCA Coordinator who will inform both the Principal and ICT Coordinator; and
- Report any issues and interference created by any other student because of device possession, use or ownership immediately to SEN Coordinator / LCA Coordinator who will inform both the Principal and ICT Coordinator;

### Parental Responsibilities:

- Parents should inspect the device each evening to ensure that it is in good working order;
- Parents should report, immediately, any damage, interference or issues relating to ownership, possession or use of the device to school management; and
- Parents should inspect the device and the installed Apps on a regular basis to ensure that there is no inappropriate material;

### School's Responsibilities:

- To enforce this Policy, the AUP, the Code of Behaviour and School Rules;
- To make every effort to ensure quiet use and enjoyment of the device by all students;
- To provide a locker for safe storage for all students who use a device;
- To provide a safe storage area for students who use devices during breaks and when they are on tours, trips or activities; and
- 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.
- A device may also be confiscated for a limited period because of misuse either by the student or any other student. Reasons for placing a student on Restrictive Use and or confiscation include, but are not limited to the following:
  - Excessive damage;
  - Loss;
  - Non-acceptance and/or compliance with this policy and the AUP;
  - Inappropriate use of any App which includes the camera;
  - Inappropriate, inaccurate, defamatory, obscene or illegal material found on device;
  - Violating standards for Personal Device Care;
  - Failing to co-operate with school's investigations of device misuse; and
  - Repeated failure to bring device to class.

### Standards for Personal Device Care:

#### General Care:

- Keep the equipment clean. For example, do not eat or drink while using the device;
- No graffiti or stickers on the device or cover;
- Students may not permanently alter device in any way; and
- Students may not remove any serial numbers, identification or school labels placed on the device.

#### Carrying the device:

- Transport the device in the device case and school bag when travelling to and from school and during the school day;
- Leave the device in your locker when not in use and ensure your locker is locked.

#### Screen Care:

- Clean the screen with a soft, dry anti-static cloth or with a screen cleaner designed specifically for LCD type of screens only

#### Personal Health & Safety:

- Avoid extended use of the device while resting directly on your lap. The bottom of the device can generate significant heat;
- Do not use the device in bed. Always charge devices on a flat surface away from flammable materials;
- Take frequent breaks when using the device for long periods of time. Look away from the device approximately every fifteen minutes;
- Do not provide your personal information to anyone over the internet;
- Do not share your password with anyone; and
- Keep the device in a secure location when it is not at school.

## 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.

1. The device remains the property of St. Oliver Post Primary School.
2. If the device has been approved for the student by the NCSE, should the designated pupil change school, including to post-primary, the school will consult with the SENO with regard to its transfer with the pupil where it is still appropriate for the pupil's assessed needs. The final decision regarding transfer will rest with Senior Management.
3. The device 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 device at all times when handling, transporting and using the device.
  - 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 unattended in a classroom or other place in the school.
  - 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 left unattended in a public place.
  - It is not to be interfered with, tampered with or altered by a third party.
4. The laptop 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.
5. **Assistive Technology given to Leaving Certificate Applied pupils is only to be used on-site during the school day. The technology is not to be taken off-site at any time.**
6. Assistive Technology given to other designated pupils will be allowed to be used at home each evening from Monday to Friday during school terms and it is to be returned to the school at the end of term/ within the term if requested by the school.
7. The device must be returned to the school in good working order on the Monday of the last week of the academic school year or earlier if requested by the school.
8. Pupil and parent must take reasonable care to avoid damage or loss.
9. Use of the laptop and including all internet usage will be supervised by a parent and will be of an appropriate nature to minimize pupil's exposure to inappropriate material.
10. The school will make regular checks to update the laptops, ensuring that anti-virus software is kept up to date and also to check for inappropriate use.
11. The laptop will be used lawfully and in accordance with the school's and LMETB's Acceptable Usage Policies regarding the ethical use of technology, use of legal software, use of the Internet and the protection of personal data.
12. The following is deemed as completely unacceptable and will result in the equipment being re-claimed and sanctions may be applied:
  - 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; and
  - Failing to take appropriate care of the device.
13. 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 SEN Coordinator / LCA Coordinator who will inform both the Principal and ICT Coordinator.

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. **If the device is lost or stolen the parent will advise the Principal and the Gardaí as soon as possible. Parent / Guardian will be liable to pay the school €250 or the cost of the device (whichever amount is lowest).**
16. 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.
17. The laptop/device will not be sold, assigned, transferred or otherwise disposed of.
18. Due to current software licensing arrangements covering home use, the laptop package cannot be used for any commercial purpose.
19. If any of these terms or conditions is breached, the Principal may at any time revoke this arrangement.

## Implementation and Review

This plan will be implemented from January 2020. It will be reviewed every 2 years.

## Ratification

This revised plan was ratified by the Board of Management on

November 2022

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## Agreement for Signing by Pupil and Parent

### Re: The Home Use of School Owned Assistive Technology

<b>Make/Brand</b>	
<b>Serial Number</b>	
<b>Value of device</b>	
<b>List of Software installed</b>	
<b>Value of Software installed</b>	
<b>List accompanying equipment (e.g. microphone, headphones etc.) please describe each item (brand etc.)</b>	
<b>Value of accompanying equipment (please list in full)</b>	
<p><i>I confirm that I accept responsibility for taking into my possession a device which is the property of St. Oliver Post Primary. Roll Number: 71990R</i></p> <p><i>I confirm that I have read St Oliver Post Primary's School Owned Assistive Technology Policy, and that I fully understand and accept the Terms and Conditions involved. In line with the policy I am fully prepared to cover the cost associated with damage, loss, or theft.</i></p>	
<b>Name of Pupil (Block Capitals)</b>	
<b>Pupil's Class when this agreement was signed</b>	
<b>Pupil's Teacher when this agreement was signed</b>	
<b>Signature of Pupil</b>	
<b>Name of Parent/Guardian (Block Capitals)</b>	
<b>Signature of Parent/Guardian</b>	
<b>Date</b>	



## BOM & LMETB Ratification/Resolution Process for This Policy

<b><i>Date Ratified by the Board of Management:</i></b>	
<b><i>Proposed By:</i></b>	
<b><i>Seconded By:</i></b>	
<b><i>Signed:</i></b>	<b><i>(Chairperson, BOM)</i></b>
<b><i>Signed:</i></b>	<b><i>(Secretary to the BOM)</i></b>
<b><i>Scheduled Date for Review of the Policy:</i></b>	

## **LMETB Ratification/Resolution of the ETB Board**

<b><i>Date of Resolution of ETB Board</i></b>	
<b><i>Signed</i></b>	<b><i>(Chairperson)</i></b>