



Harold's Cross
ETSS

**Acceptable Use in the Home of
School Owned Assistive Technology Devices Policy**

Introductory Statement:

This policy, the associated terms and conditions and the attached agreement were compiled in line with relevant Department of Education circulars and our school's Child Safeguarding Statement in relation to essential assistive technology equipment for pupils with physical or communicative disabilities.

Rationale:

The purpose of the document is to illustrate clear guidelines for the use of specialist equipment which has been recommended by the National Council for Special Education (NCSE) 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 Guidelines **remains the property of the school** and should normally be kept in the school as it is subject to inspection by the Department of Education. However, the Board of Management may, in certain circumstances allow the use of the equipment in the pupil's home if deemed necessary by the teaching staff. Such circumstances are where it is agreed that the pupil could benefit from the use of technical support or equipment such as a school laptop/ tablet or other 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/ Guardian/ Carer 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 principal or deputy principal who have been authorised by the Board of Management to grant or deny permission.
3. Parent/ Guardian/ Carer will be required to read in full and agree to the Terms and Conditions attached to this policy.

Terms and Conditions for the use of Assistive Technology in the Home

1. The laptop/ tablet or other device remains the property of Harold's Cross ETSS.
2. Should the designated pupil change school, the school will consult with the SENO with regard to the transfer of the device with the pupil to their new school. The final decision regarding transfer will rest with Harold's Cross ETSS.
3. The laptop/ tablet or other device 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/ tablet or other device at all times when handling, transporting and using the laptop/ tablet or other device such that:
 - 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/ tablet or other device leads must be unplugged from sockets and all accessories are to be stored safely and securely in the laptop/ tablet or other device case with the laptop/ tablet or other 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 laptop/ tablet or other device will be used solely to assist with typing skills and other school related activities. Only school approved programmes, packages/applications and websites may be used.

6. The laptop/ tablet or other device must be returned to the school in good working order on or before the last day of each school year or earlier if requested by the school.
7. The laptop/ tablet or other device is covered under school insurance when on school property **however, the equipment must be covered by home insurance if taken off the school premises.** If device is not insured by home insurance/specific device insurance, it cannot be taken off school premises. Pupils and parents must take reasonable care to avoid damage or loss.
8. Use of the laptop/ tablet or other device and including all internet usage will be supervised by a Parent/ Guardian/ Carer and will be of an appropriate nature to minimise pupil's exposure to inappropriate material.
9. The school will make regular checks to update the laptops/tablets, ensuring that anti-virus software is kept up to date and also to check for inappropriate use. The AEN Coordinator is responsible for linking in with the Digital Strategy team and Year Coordinators to ensure that this happens.
10. The laptop/ tablet or other devices 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.
11. The following is deemed as 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

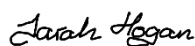
Please note, where applicable, the school will follow the Code of Positive Behaviour, Anti-Bullying Policy, Acceptable Usage Policy and/or Suspension and Expulsion Policy for any of above incidents.

12. The laptop/ tablet or other device will be kept in good working order. All laptop/ tablet or other device faults, defects or malfunctions while in the care of the pupil are to be reported to the Deputy Principal or AEN Coordinator who will liaise with the Digital Strategy team.
13. Any repairs necessary due to damage caused to the laptop/ tablet or other device while in the care of the pupil will be arranged by the school and paid for by the parent of the pupil.

14. The laptop/ tablet or other device will not be sold, assigned, transferred or otherwise disposed of.
15. Any laptop/ tablet or other device markings, tags or plates or engravings will not be removed, concealed or altered. The laptop/ tablet or other device must not be marked in any way that will reduce the value of the laptop/ tablet or other device.
16. When not in use, the laptop/ tablet or other device must be kept in its original packaging/ bag.
17. If the laptop/ tablet or other device is lost, stolen or damaged the parent will advise the Principal and the Gardaí as soon as possible.
18. Due to current software licensing arrangements covering home use, the laptop/ tablet or other device package cannot be used for any commercial purpose.
19. If any of these terms or conditions is breached, the Board of Management may at any time revoke this arrangement.

Ratification and Communication

This policy was ratified by the Board of Management on:



Signed _____ Date: 17th October 2023

Chairperson, Board of Management



Signed _____ Date: 17th October 2023

Principal/Secretary to the Board of Management

Date of next review: October 2025

Name of student: _____

Device Type and ID Number: _____

Device Type and ID Number: _____

Device Type and ID Number: _____

I have read and accept the terms and conditions of this contract.

The device will be covered by my house insurance/device insurance and I have shared evidence of this with the school.

Signed: _____ (Parent/ Guardian/ Carer)

Date: _____

Signed on behalf of the school:

Principal/ Deputy Principal

Date: _____

(One copy of the signed contract will be kept by the parents/guardians and one will be kept on file in the school.)