

ST. PATRICK'S BOYS' NATIONAL SCHOOL

School Policy Document

Assistive Technology Policy



Brian Horan

Document No: SP0037

5th February 2025

School

St Patrick's Boys' National School is a Catholic primary school in Donabate under the patronage of the Archbishop of Dublin.

School Philosophy

We aim to promote the full and harmonious development of all aspects of the person of the pupil: intellectual, physical, cultural, moral and spiritual, including a living relationship with God and with other people. It is also an expression of our philosophy to welcome children to our school whatever their origin, language, religion. We provide an open, welcoming, tolerant and democratic environment for all our pupils. We aim to ensure that the individuality of each child is accommodated, acknowledging that each child is unique, while also acknowledging the right of each child to education in a safe and relatively disruption free environment. We recognise that each child has diverse talents and gifts. Our aim is to identify, encourage and develop these.

Rationale

This policy statement is the approved approach to assistive technology in St. Patrick's Boys' National School. St. Patrick's Boys' National School strives to be a happy, safe, caring and inclusive community where everyone is supported to reach their potential. One of the resources at our disposal to help us with this is Assistive Technology. Assistive Technology is any device, piece of equipment or system that helps bypass, work around or compensate for an individual's specific learning deficits.

The purpose of the assistive technology scheme is to provide grant-aid to schools to allow them to purchase the type 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:

- (i) having a serious physical disability
- (ii) and/or sensory or communicative disability to the extent that their ability to communicate through the medium of speech or writing is materially curtailed
- (iii) 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.
- (iv) where without such equipment it will not be possible for such children to access the school curriculum.

The recommendation of the NCSE will be based upon accompanying professional reports, as necessary and as set out in Section 4 of [Circular 0010/2013](#), from relevant professionals, such as Educational Psychologists, Occupational Therapists, Speech and Language Therapists etc.

Professional reports should also clearly identify how, when, and in what way the recommended equipment will be used.

Applying for Assistive Technology:

Application process:

- If a pupil has a recommendation for assistive technology in a professional report an application may be made to the SENO as per [Circular No 0010/2013](#).
- The parents/guardians will be invited to a meeting to discuss the recommendations in the professional report and the assistive technology application process.
- The application will then be completed by the school in consultation with the pupil's parents/guardians, the class teacher, the SET teacher and the recommendations stated in the pupil's professional report.
- Once the application has been signed by the parents/guardians and principal, the school will submit the application to the SENO in person/registered post/encrypted email. A copy of the application will be filed along with the date of submission for school records.

Unsuccessful applications:

- If the application is unsuccessful, the parent(s)/guardian(s) of the pupil will be informed.
- Following a request from the parent(s)/guardian(s) to purchase the equipment themselves the school staff will consider if it is beneficial to the pupil that the assistive technology recommended in the professional report be purchased by a parent/guardian. The school will not be liable for the upkeep and maintenance of the equipment.

Successful applications:

- The equipment will be purchased using funds ONLY provided by the NCSE (National Council for Special Education).
- Once the equipment has been delivered to the school, the parent(s)/guardian(s) of the pupil will be contacted to collect the equipment from the school.
- Upon collection, the parent(s)/guardian(s) will be informed that the set up of the equipment is their responsibility. The school may require account information in order to support the pupil's access to the technology while in school. This information will be stored in accordance with our GDPR policy.
- The parent(s)/guardian(s) will also be informed that the care of the equipment outside of school is their responsibility as stated in the Terms and Conditions in *Appendix 1*.
- The parent(s)/guardian(s) will sign a form to confirm they have received the equipment and have read and agreed to the terms and conditions of home use. A copy of this form will be filed for school records (see *Appendix 1*).

Home Use of Equipment:

- In accordance with DES Circular 10/2013 Section 13, equipment purchased 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 circumstances 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 equipment such as a school laptop or iPad.

- The terms and conditions for home use are set out in *Appendix 1* of this policy to endeavor to ensure the safe custody and handling of the equipment when in the care of the pupil and their parent(s)/guardian(s) outside of the school.
- Upon receiving the assistive technology equipment, the parent(s)/guardian(s) of the pupil will sign the form in *Appendix 1* to confirm they have received the equipment and have read, fully understood and agreed to the terms and conditions of home use. A copy of this form will be filed for school records.

Procedure for transfer of Assistive Technology with a pupil to another school:

- In accordance with DES Circular 10/2013 Section 14, 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.
- In the event that the pupil should change school, including proceeding to post-primary school, St. Patrick's Boys' National School will consult with the parent(s)/guardian(s) with regard to its transfer with the pupil. This will ensure there is no gap in support for the pupil and enable the pupil to continue to use suitable and familiar resources in their new setting.
- Parent(s)/guardian(s) will be required to complete a form declaring they have received the equipment and have taken responsibility for the care and management of said equipment along with its transfer to another school (see *Appendix 2*).
- Parent(s)/guardian(s) will be required to read in full and agree to the Terms and Conditions of this policy as stated in *Appendix 2*. A copy of this form will be filed for school records.
- Terms and Conditions are set out in *Appendix 2* of this policy to facilitate the responsibilities of St. Patrick's Boys' National School under Circular 10/2013.

Roles and Responsibilities:

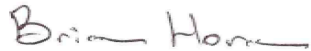
The Board of Management of St. Patrick's Boys' National School acknowledges the responsibilities and requirements set out in DES Circular 10/2013 in relation to equipment purchased under the provisions of the scheme of grants towards the purchase of essential assistive technology equipment for pupils with physical or communicative disabilities. The Special Education Team, ICT Co-ordinator and class teacher will be designated with responsibility for the management of the equipment and for monitoring its effective use within the school in consultation with the student's class teacher, support teacher and parents.

Timeframe for Review:

This policy will be reviewed as necessary. This policy was adopted by the Board of Management at a properly convened meeting of the Board on **5th February 2025**.



Mary Brooks, Chairperson, Board of Management



Brian Horan, Príomhoide

Appendix 1: Collection and Home Use of Assistive Technology



St. Patrick's Boys' National School

Portrane Rd., Donabate, Co. Dublin

Ph/Fax: 8436168

Scoil Naomh Pádraig (Buachailli)



Principal: Brian Horan

www.stpatsbns.ie

Roll No: 16267G

Dear Parent /Guardian,

Your son has received a grant for assistive technology. The following equipment has been purchased as per the recommendations in your son's professional report.

- _____
- _____
- _____
- _____

The terms and conditions of Home Use of Assistive Technology are stated below, with reference to the DES Circular 10/2013 Section 13). The Assistive Technology Policy and Acceptable Use Policy are also available on our school website.

Best Regards,

Brian Horan,
Príomhoide.

Terms and Conditions: (Ref: DES Circular 10/2013 Section 13)

1. The assistive technology equipment remains the property of the St. Patrick's Boys' National School.
2. Should the designated pupil change school, including to post-primary, St. Patrick's Boys' National School may consult with the SENO (Special Education Needs Officer) with regard to the transfer of any approved assistive technology/equipment with the pupil where it is still appropriate for the student's assessed needs.
3. The 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 assistive technology equipment at all times when handling, transporting and using the equipment.
 - The assistive technology equipment is not to be left unattended in a public place.
 - The assistive technology equipment 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.
 - The assistive technology equipment should not be left in plain view in an unattended or unsecured vehicle but kept out of sight in the locked boot.
5. The assistive technology equipment is not to be interfered with, tampered with or altered by a third party.
6. The assistive technology equipment should be used away from food and drinks.
7. The assistive technology equipment may be used for the completion of homework assignments and other school related activities. Only school approved software packages/applications may be used.
8. The assistive technology equipment must be returned to the school in good working order at any time when requested by the School.
9. The assistive technology equipment is covered under school insurance; however, the parent must take reasonable care to avoid damage or loss.
10. Use of the assistive technology equipment, including all internet usage will be supervised by a parent and will be of an appropriate nature to minimise student's exposure to inappropriate material.
11. The school will make regular checks to update the laptop/iPad, ensuring that anti-virus software is kept up to date and also to check for inappropriate use.
12. The assistive technology equipment 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/guardian shall agree to review and adhere to the school's Acceptable Use Policy.

13. The laptop/equipment will be used solely to assist with computer skills, completion specifically where this policy relates to the safe and appropriate use of approved IT equipment such as laptops.
14. The following is deemed by the School as being completely unacceptable and will result in the equipment being reclaimed:
 - 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 assistive technology equipment 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 equipment.
16. Any repairs necessary due to damage caused to the assistive technology equipment while in the care of the pupil will be arranged by the school and paid for by the parent of the pupil.
17. The assistive technology equipment 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 equipment 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 software on the laptop cannot be used for any commercial purpose.
21. If any of these terms or conditions is breached, the School Board of Management may at any time revoke this arrangement.

I _____ (parent/guardian) confirm that I accept responsibility for the assistive technology equipment as stated above for _____ (pupil). I confirm that I have read, fully understand and accept the Terms and Conditions attached to the use of this equipment and other relevant policies, including the Acceptable Use Policy as determined by St. Patrick's Boys' National School.

Signature of Parent/Guardian: _____ **Date:** _____

Appendix 2: Transfer of School Assistive Technology to Another School with a Pupil



St. Patrick's Boys' National School

Portrane Rd., Donabate, Co. Dublin

Ph/Fax: 8436168

Scoil Naomh Pádraig (Buachailli)



Principal: Brian Horan

www.stpatsbns.ie

Roll No: 16267G

Dear Parent /Guardian,

Your son has accessed Assistive Technology during his time in our school. Now that he is moving on, his Assistive Technology will need to be given to his new school.

Please sign below to confirm that you have received the following Assistive Technology equipment from us, have read and agreed to the terms and conditions of transfer and confirm that you will pass it on to your son's new school.

- _____
- _____
- _____
- _____

Best Regards,

Brian Horan,
Príomhoide.

Terms and Conditions: (Ref: DES Circular 10/2013 Section 14)

The 'School' in these terms and conditions is St. Patrick's Boys' 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 pupils with similar disabilities.
2. Should the pupil in respect of whom the technology is sanctioned change school, including proceeding to post-primary school, St. Patrick's Boys' National School will 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.
3. Retention of technology in the school may be considered in certain circumstances outlined in Circular 10/2013 Section 14.
4. 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.
5. St. Patrick's Boys' National School may contact the school to which the student is transferring while processing any application for Transfer of Equipment.
6. The parent(s)/guardian(s) of the pupil take full responsibility for the equipment and its transfer to the pupil's new school.
7. Once the parent(s)/guardian(s) of the pupil have signed the transfer of equipment letter, St. Patrick's Boys' National School will no longer have responsibility for the equipment named.

I _____ (parent/guardian) confirm that I accept responsibility for the assistive technology equipment as stated above for _____ (pupil). I confirm that I have read, fully understand and accept the Terms and Conditions attached to the transfer of this equipment and I will ensure that his new school will receive the equipment.

Signature of Parent/Guardian: _____ **Date:** _____