



St. Mac Dara's Community College

Assistive Technology Usage Policy & Contract

St. Mac Dara's Community College, through a comprehensive education programme, provides as far as possible, educational opportunities to meet the needs of each individual student. It is a multi-denominational, co-educational college. The following is the Mission Statement of St. Mac Dara's CC.

Mission Statement

"We, the community of this College, through a caring and collective approach, aspire to provide a broad-based education for all, to foster respect and dignity and to promote a safe and just environment by positively encouraging all to realise their potential."

School Ethos

As part of the DDLETB schools we also proudly endorse our school ethos which is underpinned by the core values of Excellence in Education, Care, Respect, Equality and Community. St Mac Dara's is a multi-denominational, co-educational school under the aegis of the Dublin Dun Laoghaire Education Training Board. The college recognises its obligation to all its students and its positive ethos is based on the quality of its relationships, both the professional relationships between teachers, the relationships between teachers and students and the relationships between teachers and parents/ guardian(s). This collaborative approach is reflected in the college's mission statement.

Introduction and Legislative Framework

Through cooperation and mutual respect between the partners in education, the students, teaching staff, parents/guardians and the Board of Management, we strive to ensure that each student achieves his/her full potential. The school reserves the right to adapt or modify this policy in response to emerging patterns of behaviour among students reflective of society. This policy, the terms and conditions and the attached agreement was compiled in line with Department of Education and Skills Circular 10/2013 and our school's Child Safeguarding Statement in relation to essential assistive technology equipment for pupils with physical or communicative disabilities.

This policy relates to the following legislation:

- The Disability Act 2005
- The Education Welfare Act 2000
- The EPSEN Act 2004

- Equal Status Act 2000

This policy relates to, and should be read in conjunction with, other school policies including:

- Child Protection Policy
- Bí Cineálta Policy
- Code of Positive Behaviour
- Acceptable Usage Policy
- Inclusion Policy
- Wellbeing Policy

This is not an exhaustive list of related policies.

Restorative Practice

Restorative Practice (RP) is about building positive relationships and taking a positive and solution-focused approach. St. Mac Dara's CC have engaged at whole-staff level in an RP professional learning programme, in association with NUIM 2021 – 2024 and new members to the team are supported to develop the skills of RP. At all times the school, as a community endeavours to employ a restorative approach to promote positive behaviour and restore relationships when the need arises. RP is at the core of our school's Code of Positive Behaviour. It creates an ethos of respect and inclusion in line with our core values and presents an opportunity for all involved to be accountable and responsible for their behaviour.

Inclusion of all students

St. Mac Dara's Community College places a high value on respect and on embracing diversity which is central to the practices in the school. Our activities endeavour to meet the diverse needs of all our students.

Rationale

The purpose of the document is to illustrate clear guidelines for the use of specialist equipment, in school and at home, 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, 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 and Skills Guidelines remains the property of the school, should normally be kept in the school, and is subject to inspection by the Department of Education and Skills.

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. This is where it is agreed that the pupil could benefit from the use of technical support or equipment such as a school laptop/tablet/assistive technology.

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. Parents/Guardians must agree to the Terms and Conditions involved in bringing assistive technology home.
2. This agreement will be brought to the attention of the Board of Management and a decision made.
3. Parent/Guardian 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 assistive technology remains the property of St. Mac Dara's CC.
2. Should the designated pupil change, or not return to school, the Assistive Technology must be returned to the school in good order.
3. The laptop/tablet/assistive technology 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 always take due care of the laptop/tablet/assistive technology when handling, transporting and using these devices—

- 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 which is not a dedicated area shown to the student
- All laptop/tablet/assistive technology leads must be unplugged from sockets and all accessories are to be stored safely and securely with the laptop/tablet/assistive technology 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/assistive technology will be used solely to assist with typing skills, completion of homework, and other school related activities. Only school approved programmes/packages/ applications and websites may be used.
6. The laptop/tablet/assistive technology must be returned to the school in good working order on the pupil's return to the school.
7. The laptop/tablet/assistive technology is covered under school insurance when on school property however, the equipment must be covered by home insurance if taken off the school premises. Pupils and parents must take reasonable care to avoid damage or loss.
8. Use of the laptop/tablet and including all internet usage will be supervised by a parent/guardian and will be of an appropriate nature to minimise pupil's exposure to inappropriate material.
9. The laptop/tablets 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.
- 10a. The school will make regular checks to update the laptop/tablet/assistive technology, ensuring the anti-virus software is kept up to date and also to check for inappropriate use.

10b. The following is deemed as completely unacceptable and will result in the equipment being reclaimed:

- Accessing, transmitting or receiving obscene or pornographic material
- Engaging in cyber bullying
- Engaging in cyber cheating or plagiarism (taking material created by others and presenting it as one's own)
- Downloading or loading software or applications that are not approved by the school

11. The laptop/tablet/assistive technology will be kept in good working order. All technology faults, defects or malfunctions while in the care of the pupil are to be reported to the SENCO or Assistive Technology Coordinator.

12. Any repairs necessary due to damage caused to the laptop/tablet/assistive technology while in the care of the pupil will be arranged by the school and paid for by the parent of the pupil.

13. The laptop/tablet/assistive technology will not be sold, assigned, transferred or otherwise disposed of.

14. The laptop/tablet/assistive technology must not be marked in any way that will reduce its value.

15. If the laptop/tablet/assistive technology is lost, stolen, or damaged the parent will advise the Principal and the Gardaí as soon as possible.

16. If any of these terms or conditions are breached, the Board of Management may at any time revoke this arrangement.

Ratification of Pupils Home Use of School Owned Assistive Technology Policy

This policy was ratified by the Board of Management on: 10/09/26

Signed: [Signature] (Chair)

Signed: [Signature] (Principal)

Date of Review: _____

Agreement for Signing by Pupil and Parent

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

Laptop Make/Brand		
Laptop Serial Number		
Value of Laptop		
List of Software installed		
Value of Software installed		
List accompanying equipment (e.g. microphone, headphones etc.) please describe each item (brand etc.)		
Value of accompanying equipment (please list in full)		
<i>I confirm that I accept responsibility for taking into my possession a laptop/tablet/ which is the property of St. Mac Dara's CC. Co. Dublin, Roll Number: 70260V, after school when my child requires it.</i> <i>I confirm that I have read, fully understand and accept the Terms and Conditions attached to this policy and agreement and other relevant policies as are determined by St. Mac Dara's CC. Co. Dublin.</i>		
Name of Pupil (Block Capitals)		
Pupil's Class when this agreement was signed		
Pupil's T when this agreement was signed		
Signature of Pupil		
Name of Parent/Guardian (Block Capitals)		
Signature of Parent/Guardian		
Date		
Address of Parent/Guardian		
Contact Numbers	Mobile:	Home:
Signature of Principal		

