



Salesian Secondary College

Policy for Assistive Technology granted by the Department of Education and Skills (DES)

January 2017

This policy applies to all students in receipt of Assistive Technology in Salesian Secondary College.

Assistive Technology (AT) equipment may include (but is not limited to) a personal computer, laptop or tablet, assistive educational software, visual aids or hearing aids such as a magnifier or sound field equipment. Parents/guardians may be asked to purchase additional accessories (e.g. laptop bag), software or warranties deemed necessary by the school but not funded by the DES. When a student transfers to second level education, his/her AT equipment may also be transferred, provided an agreement of liability (in writing) has been made between his/her national school and Salesian Secondary College.

Ownership:

- The AT equipment remains the property of the school attended by the student;
- When a student transfers from primary to secondary school, their AT will become the property of the Salesian Secondary College;
- When a student transfers from a secondary school to another secondary school, the equipment becomes the property of the new school;
- When a student acquires AT while in Salesian Secondary College, the AT remains the property of Salesian Secondary College upon completion of studies in the school.

Care:

- Care is to be taken when operating supplied equipment and to respect the integrity of the equipment provided;
- During summer holidays, the AT must be returned to Salesian Secondary College unless specific training is taking place during the summer;
- The AT equipment must not be passed on or be shared with any third party.

Usage:

AT equipment that is not being used by the student has to be returned to Salesian Secondary College so it can be used by another student.

Laptops/PCs etc. are supplied solely for academic use, research, completion of assignments, or advancement of one's computer skills. Given the computer resources available, coupled with the demand for their use, computer gaming, etc. is not viewed as an acceptable use of supplied computers.

Students must also ensure that they:

- Leave all control panel settings as set by the Salesian Secondary College Resource Department
- Ask for permission to add software to the computer as only academic software is allowed
- Do not alter the computer/laptop in any other manner
- Report any problems with equipment immediately to the teacher responsible for AT in the school. The students (parents or guardian) must not try to fix the equipment by themselves as this could forfeit the warranty of the equipment.
- Do not try to copy any software or any protected data that is compliant with copyright law
- Store equipment in a safe place when not in use;
- Provide an external drive (e.g. USB flash drive or external HD) to back up important data and files.
- **Assistive Technology must be fully charged and ready for use in school. Assistive Technology that is being brought home has to be charged in the home before school.**

At times, the school will request students to bring in AT in for overnight routine check-ups and software updates, etc. Student must comply with this demand within a 2 day period. It will not be possible to give replacement AT while the equipment is being examined.

Salesian Secondary College Resource Department Responsibilities

The teacher responsible for AT in the Salesian Secondary College Resource Department is responsible for:

- Providing computer hardware and software intended to assist students with academic pursuits;
- Consulting with teachers and students regarding the use of AT;
- Responding to problems with equipment and provide for repairs in a reasonable time frame;
- Updating software and hardware for the students' needs within budgetary constraints that are allowed by the Department of Education and skills;
- Keeping up-to-date on the latest technology developments both in hardware and software technology to assist students with disabilities;
- Providing AT equipment and software for use in examinations.

The AT acquired by the school for a student is covered by manufacturer warranty. The warranty only covers failures or malfunctions occurred during the warranty period and in normal use conditions, as well as for any material or workmanship defect.

Exclusions from manufacturer warranty. The warranty will not apply if:

- The product has been tampered, repaired and/or modified by non-authorized

- personnel;
- The serial number of the AT, components or accessories has been altered, cancelled or removed
- The warranty seals have been broken or altered;
- The is damage caused by accident, intentional or accidental misuse, abuse, neglect or improper maintenance, or use under abnormal conditions;

Continued - Exclusions from manufacturer warranty. The warranty will not apply if:

- There is damage caused by improper installation or improper connection to a peripheral device (i.e. monitor, keyboard, printer);
- There is damage caused by an external electrical fault or any accident;
- There is damage from use outside of the operation or storage parameters or environment detailed in the User's Manual;
- There is damage from use of parts not provided by the school;
- There is damage to or loss of any programme, data or removable storage media, or if there is costs from recovering any programme or data;
- There is damage from third party software or from virus;
- There is software loss or data loss that may occur during repair or replacement.

Maintenance, Repair or Replacement

Please indicate with a Yes, as to which of the following options you would like your child to use:

Option A – Students who take Assistive Technology Home

In a case where, the AT has been damaged under one of the above incidents (whether this damage occurred in or outside school), the student (parents/guardian) is financially responsible for repair. The teacher responsible for AT in the school will obtain a quotation for the required repair work and will forward this to the student's parent/guardian for payment. Once this fee is paid the AT can be sent away for repair by the teacher.

Option B - Student's whose Assistive Technology remains in school

The school's management authority will have responsibility for maintenance, repair, insurance etc. of the equipment

By signing below, I agree to abide by the guidelines outlined as per Salesian Secondary College Assistive Technology policy.

Parent/ Guardian _____

Date: _____

Teacher _____