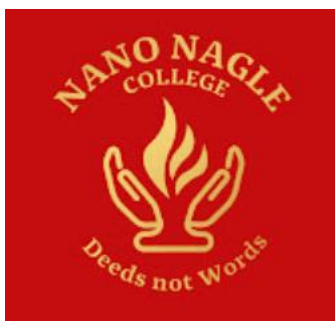




**Nano Nagle College**  
**Assistive Technology Policy**

## **1. Rationale**

Assistive technology is a very broad field and may range from the very simple to the very complex. It may be divided into high, medium and low-tech categories:

- 'low-tech' refers to unsophisticated and largely non-electronic devices, such as a laptop stand
- 'medium-tech' devices are more complicated but are used by those by pupils with some degree of independent functioning. Adaptive computer peripherals, such as alternative mice or keyboards, will usually come within this category
- 'high-tech' devices include sophisticated communication and computer control systems. At this end of the AT range, considerable specialist training and support will be necessary, and pupils with little independent functioning or communication ability will be the main users.

Where the full benefits of the technology can be realised it can be enormously advantageous for the pupil by liberating them to achieve their optimum potential. Such a result can also be a most rewarding experience for everybody concerned.

### **Factors to Consider when Deciding on AT**

1. The pupil - must 'buy in' to the assistive technology
2. Matching technology and pupil - must best need their needs and capabilities
3. Home circumstances - assistive technology must be mirrored at home, and contract to use school supplied aids must be agreed upon and followed
4. Cognitive ability - technology must suit the student's physical, sensory and cognitive abilities, and teachers, plus special needs assistants, need to be comfortable with the software
5. Ergonomics - to get the best use of the assistive technology it should work ergonomically within the classroom for the user – the advice of an OT may be required and in general consider posture of the student when using the device, glare from a screen etc

6. Inclusive curriculum - the AT must contribute to the achievement of relevant and identified educational goals for the pupil

7. Other factors to consider - use of AT for irregular attendance, AT potentially triggering photo-sensitive epilepsy, RACE accommodations and rules/guidelines

## **2. Department Granted and funded AT**

Allocated to the student by the SENO, following application by the AENCO, Special Class Coordinator or other relevant person, for example, Deputy Principal of the school.

The Assistive Technology (AT) remains the property of the school, as per the sanction letter or visiting teacher who allocated it.

Equipment purchased should normally be kept in the school. However, the pupil in question may with the consent of the management authority, use the equipment at home.

The school is responsible for the upkeep, maintenance, repair and insurance of the AT.

The school will upload books, programmes, applications etc. required by the student.

A contract, known as an AT contract must be signed by school representative, the student and parent/guardian regarding the use of the AT - i.e. its use is for educational purposes.

If the AT is stolen it must be reported to the school at the shortest possible timeframe and notified to Gardaí.

## **3. Recommended by professional but NOT Department granted or funded i.e. school funded**

A committee comprising of the AENCO, the Special Class Coordinator (if relevant) and the Assistant Principal (AP) in charge of I.T. will meet to determine if a student can be granted a school allocated AT device.

The criteria for selection will include (but may not be limited to):

- A professional report recommending the allocation of AT to the student
- PPADE results or other evidence of need suggesting the student would benefit from AT

A contract, known as an AT contract will be drawn up and signed by school representative, the student and their parent/guardian. This will include reference to:

- The AT is to be for educational purposes only
- The school is responsible for the uploading of books, programmes, applications.
- The school is responsible for the maintenance, upkeep and repair of the device.
- **The AT device remains in school and is not taken home by the student**
- A personal plan, as part of the SSP (Student Support Plan) will be drawn up regarding the appropriate use of the AT, in consultation with the committee, student and parent/guardian. It may be appropriate to nominate certain classes/subjects for which the AT is to be used for/in. This will need to be balanced with a potential RACE application and whilst showing the need for AT, does not guarantee the approval of RACE accommodations.
- The AT will be stored in a pre-determined designated location and a sign in/sign out procedure will be implemented. Currently this location is within the Support Class suite of rooms, but is subject to change. Such change will be notified to the pupil by the relevant teacher. While the AT is in the student's possession it is to be used appropriately, as per teacher instructions, not to be misused with peers

**Disclaimer: The use of school provided AT does not guarantee approval for RACE accommodations in state exams.**

Adopted by the Board of  
Management on:

4/6/26

Signed:

Paula Sweeney

Chairperson, Board of Management

Signed:

Kieran Verrytt

Principal

Date of next review:

4/6/28

## **Appendix 1:** AT contract in the case of Department granted and funded Assistive Technology

The Assistive Technology device \_\_\_\_\_ is assigned to  
\_\_\_\_\_ as sanctioned by  
\_\_\_\_\_.

I/We understand that the following conditions in relation to the use of the AT:

- The AT device remains the ownership of the person granting the AT; i.e. the school, as per the sanction letter or Visiting Teacher; and as such they can recall the device at any given time.
- The AT device should be insured against theft, loss or damage on the school's insurance policy.
- If the AT device is stolen it must be reported to the school at the shortest possible timeframe and notified to Gardaí. This notification is led by the Principal in the event the device goes missing on school premises/school sanctioned activity or by the parents/guardians of the pupil, if it is stolen outside of the school premises/activity.
- Its use is for educational purposes only (it is not a personal device to be used for gaming etc.)
- Equipment purchased should normally be kept in the school. However, the pupil in question may with the consent of the management authority, use the equipment at home.
- The student will endeavor to charge the AT device at home so as to be able to use it effectively in school.
- The student will not consume/store drinks/food near the AT device
- The student will carry the AT device with due care and attention, and take care not to cause deliberate or negligent damage to it; this includes (but is not limited to) carrying it in its proper case/covering; not stacking books etc. on it, not carrying the open AT device in your hand, whilst walking around
- The school is responsible for the upkeep, maintenance and repair of the AT.
- The school will upload books, programmes, applications etc. required by the student.
- The student will use the AT device as advised by teachers in all instances
- School reserves the right to monitor and check AT device at any time

Signed:

[PRINT NAME School Representative]

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Signature School Representative

Date:

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Signed:

[PRINT NAME Parent/Guardian ]

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Signature Parent/Guardian

Date:

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Signed:

[PRINT NAME Student]

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Signature Student

Date:

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## **Appendix 2: Contract in the case of School Funded and Provided Assistive Technology**

The Assistive Technology device \_\_\_\_\_ is assigned to \_\_\_\_\_ following a meeting between the AENCO and/or Special Class Coordinator and the Assistant Principal in charge of I.T.

I/We understand that the following conditions in relation to the use of the AT:

- The AT device remains the ownership of The School; and as such they can reallocate the device at any given time.
- Its use is for educational purposes only (it is not a personal device to be used for gaming etc.)
- **The AT device remains in school and is not taken home by the student**
- The AT will be in a designated location at \_\_\_\_\_ and a sign in/sign out procedure will be implemented. While the AT is in the student's possession it is to be used appropriately, as per teacher instructions, not to be misused with peers
- The student will not consume/store drinks/food near the AT device
- The student will carry the AT device with due care and attention, and take care not to cause deliberate or negligent damage to it; this includes (but is not limited to) carrying it in its proper case/covering; not stacking books etc. on it, not carrying the open AT device in your hand, whilst walking around
- The school is responsible for the upkeep, maintenance and repair of the AT.
- The school will upload books, programmes, applications etc. required by the student.
- A personal plan, as part of the SSP (Student Support Plan) will be drawn up regarding the appropriate use of the AT, in consultation with the committee, student and parent/guardian. It may be appropriate to nominate certain classes/subjects for which the AT is to be used for/in. This will need to be balanced with a potential RACE application and whilst showing the need for AT, does not guarantee the approval of RACE accommodations.
- School reserves the right to monitor and check AT device at any time and may withdraw use if deemed appropriate by committee

**Disclaimer: The use of approved AT in school does not guarantee approval for RACE accommodations in state exams.**

Signed:

Date:

[PRINT NAME School Representative]

\_\_\_\_\_

\_\_\_\_\_

Signature School Representative

Signed:

Date:

[PRINT NAME Parent/Guardian]

\_\_\_\_\_

\_\_\_\_\_

Signature Parent/Guardian

Signed:

Date:

[PRINT NAME Student]

\_\_\_\_\_

\_\_\_\_\_

Signature Student