**Assistive Technology Guidelines and Eligibility Criteria**

Note: If a student’s program planning team determines that the accommodation of assistive technology (AT) is required and the student does not meet the eligibility requirements, a team representative must consult with the regional student services designate prior to beginning the application process.

# **Guidelines**

1. Applications for AT must be made on the current forms available on the Department of Education and Early Childhood Development (EECD) website and must be accompanied by the documentation specified for particular devices/software.
2. A minimum of a 30 calendar day school-based trial, consisting of at least individualized 6 entries, is required as part of the AT application process.
3. Documentation required for students who have been deployed a Surface device, Chromebook or Probook and **are now applying** for Read and Write for Google (RWG) &/or EquatiO is as follows:
	* 1. AT application form
		2. Certification of Exceptionality (may submit certificate from original application)
		3. K-6 – Current IEP; 7-12 – Current Record of Accommodations & if applicable, IEP Programming Summary Checklist
		4. A minimum of 3 individualized trial entries completed by the school for each software/extension being requested, over at least a 7 calendar day period.
		5. Students with reading difficulties must have alternate format materials (AFM) provided as an accommodation and an active [AFM-NL](https://www.gov.nl.ca/eecd/k12/studentsupportservices/alt-form-materials/) account.

1. Schools submit applications to the regional student services designate. Applications may be submitted throughout the school year, however please note:
	* 1. March 15th – deadline for applications and all required documentation to be received **by district** for consideration for current school year deployment. All other applications will be considered for the following school year.
		2. May 15th – deadline for applications and all required documentation to be received **by district** for consideration for September deployments. Applications received outside these dates will be processed as time permits.
2. Incomplete applications will be returned to the school.
3. Applications for more than one piece of technology may be made on the same form assuming documentation regarding trials, etc. is included for each technology item requested.

1. Once assistive technology is deployed to a student or school, it becomes the property of the school district. **The district is responsible for security, maintenance and repairs.** Do NOT return items to the Department of Education and Early Childhood Development.
2. When students transition from one school to another within the NL public school system their AT will transition with them.
3. When a student no longer requires AT or leaves the NL public school system, the AT deployed by EECD will be returned to Student Services division of the school district. District staff will inform EECD and coordinate redeployment.

# **Eligibility Criteria**

1. To qualify for AT, the student must have an identified and documented exceptionality according to EECD definitions.
2. The EECD will not provide AT items which individually cost $200 or less (before taxes and shipping).
3. Criteria for specific AT:
	1. **iPads & Proloquo2Go**:
		1. Considered for students who are non-verbal, or who have very limited functional verbal communication.
		2. Applications must be supported by a recent district Speech-Language Pathologist report (within 1 year).
	2. **Chromebooks and ProBooks:**
		1. Considered for students in grade 4 to level 1 who have difficulties in reading, written expression &/or written output resulting from the following exceptionalities: Specific Learning Disorder (SLD), Attention Deficit Hyperactivity Disorder (ADHD), Autism Spectrum Disorder (ASD), Intellectual Disability (ID), Physical Disability or Traumatic Brain Injury (TBI).
		2. Written output difficulties must be supported by Occupational Therapist, Pediatrician or Neurologist/Neurosurgeon assessment and comprehensive assessment on file at school.
		3. Student’s programming must include prescribed curriculum, modified prescribed courses and/or alternate curricular courses. Applications for students on functional curriculum **will not** be considered.
		4. Applications for **Level 1 students** must be received by district by March 15th in order to be considered. EECD must receive all information required to approve application no later than April 15th of current school year.
		5. Students with reading difficulties must have alternate format materials (AFM) provided as an accommodation and an active [AFM-NL](https://www.gov.nl.ca/eecd/k12/studentsupportservices/alt-form-materials/) account.
	3. **Read and Write for Google (RWG):**
		1. Considered for students in grade 4 and higher who have difficulties in reading, written output &/or written expression resulting from the following exceptionalities: SLD, ADHD, ASD, ID, Physical Disability or TBI.
		2. Written output difficulties must be supported by Occupational Therapist, Pediatrician or Neurologist/Neurosurgeon assessment and comprehensive assessment on file at school.
		3. If approved, a Chrome extension attached to the student’s district email account will be provided.
		4. A desktop version of Read and Write is included as part of RWG.
		5. Students with reading difficulties must have alternate format materials (AFM) provided as an accommodation and an active [AFM-NL](https://www.gov.nl.ca/eecd/k12/studentsupportservices/alt-form-materials/) account.
	4. **EquatiO for Google:**
		1. Considered for students in grade 4 and higher who have difficulties in reading, written output, written expression and/or math resulting from the following exceptionalities: SLD, ADHD, ASD, ID, Physical Disability or TBI.
		2. Written output difficulties must be supported by Occupational Therapist, Pediatrician or Neurologist/Neurosurgeon assessment and comprehensive assessment on file at school.
		3. If approved, a Chrome extension attached to the student’s district email account will be provided.
		4. Students with reading difficulties must have alternate format materials (AFM) provided as an accommodation and an active [AFM-NL](https://www.gov.nl.ca/eecd/k12/studentsupportservices/alt-form-materials/) account.
	5. **Tobii Dynavox Eye Gaze System:**
		1. Considered for students who are non-verbal, or who have very limited functional verbal communication AND have a physical disability which interferes with their ability to use of other forms of AT to communicate.
		2. Applications must be supported by a recent district Speech-Language Pathologist report (within 1 year).
	6. **Hushh-ups, Soundfiled Systems & Personal FM Systems**
		1. Considered for students with hearing loss.
		2. Recommendation by Teacher/Itinerant for DHH connected to student required.
		3. Hushh-ups must be transferred to new classrooms as student moves within the school.
		4. If Hushh-ups require replacement and are more than 3 years old OR the student is changing schools and the new school does not have Hushh-ups available for use, a request for replacement Hushh-ups may be submitted using Hushh-ups request form.
4. Student-specific devices deployed by EECD may be eligible for evergreening (replacement):
	1. If AT isnot functioning properly **OR** is unable to update the required software/App. (In this case, the school must have the credentials required to transfer the software/App to a new device).
	2. Device must also be:
		1. More than 2 yrs old (ProBook/Chromebook, DHH equipment);
		2. More than 3 yrs old (iPad/iPad mini)
		3. More than 4 yrs old (all other devices).
	3. An AT application must be submitted along with an evergreening request.
	4. All evergreened devices, must be returned to the student services AT designate at the regional office.