**Assistive Technology Responsibilities: School and Home Use**

The Department of Education and Early Childhood Development (EECD) provides assistive technology (AT) for students with excptionalities who meet specified criteria. It is expected that the technology be integrated into the school learning environment and become an integral part of how the student interacts with the curriculum. Home use of mobile devices is also expected. This document is intended to outline the expectations for schools, students and parents regarding acceptable use of these technologies.

1. **Government property:** Upon deployment, the AT becomes the property of the school district. However, AT provided by EECD is student specific and intended for use only by the student to whom it is issued.
2. **Repairs:** The warranty carried on the student device will be specified on the deployment documents. The EECD will not be liable for any direct or indirect, incidental, or consequential damages sustained or incurred in connection with use of this device. Once the warranty has expired, any maintenance and/or repairs are the responsibility of the school and school district.
3. **Loss or stolen:** Devices which are lost or stolen are the responsibility of the individual to whom they are assigned. The EECD will not replace a device which has been lost or stolen.
4. **Transfer:** When the student is no longer enrolled in the K-12 education system in Newfoundland and Labrador or the device no longer meets the student’s needs, it is to be returned to the school district for redeployment. Please ensure any personal information stored on this device is removed before transfer.
5. **Acceptable Use:** The purpose of AT is to promote student independence with the curriculum. For the student to remain eligible as a user, the use of the technology must be in support of, and consistent with, the educational objectives of the EECD. It is expected that AT will support learning and assessment in the classroom and at home.
6. **School/Teacher Responsibilities :**

* Deployment documents and records of username, password, AppleID, etc. will be placed in the student’s cumulative file.
* The school will provide the student with an orientation to the technology deployed for his or her use.
* Teachers who interact with this student should notify the contact teacher if the student is not regularly bringing the technology to class ready for use.
* The contact teacher will communicate with the home to establish an agreement regarding home usage and will communicate any concerns with usage of the AT, e.g., being returned to school uncharged, inappropriate usage, etc.
* The Program Planning Team will ensure that individually assigned technology transitions with the student from grade to grade and school to school.
* Classroom/Subject teachers will arrange preferential seating for electrical supply if required. Equipment will be plugged directly into a wall receptacle or a CSA approved power bar.
* Schools will provide access to wireless internet as required for AT usage.
* Classroom/Subject teachers will provide students with required digital copies of class documents, assessments, etc. compatible with deployed technology.
* Classroom/Subject teachers will encourage and support student use of technology during class.
* Classroom/Subject teachers and/or site based coordinators for provincial assessments will align technology use with guidelines of High School Certification for formal assessments.
* Classroom/Subject teachers will monitor the student’s practice in regards to acceptable use, handling, care, and device readiness for class.
* Software of any type is to be loaded onto the computer or similar devices by teaching or technical personnel ONLY. This ensures the proper configuration of the system.
* Devices may only be disassembled and repaired by a district-based or certified professional repair technician.

1. **Student and Parent/Guardian Responsibilities :**

* Student is expected to use AT in the classroom for everyday work as well as for assessment.
* Student will follow school/district protocol and policies regarding student use of computers and networks.
* All use of this device must be in support of education and consistent with the mission of the EECD.
* Devices are to be used only by the authorized owner for the authorized purpose. Users may not share their devices with other individuals.
* Due care will be taken with the device when handling or transporting.
* iPads, tablets, etc., are to remain in their protective cases at all times and will be transported in a carrying case or back pack.
* Desk top components are to be transported off school property by personal vehicle only.
* Food or drink is not permitted in the area where the device is in use or is stored.
* Users will avoid prolonged exposure of the device to extreme temperatures. If it has been exposed, allow it to return to room temperature before use.
* Equipment will be used with the provided cables and electrical supply cords only.
* Devices which are brought home are to be returned to school fully charged.
* The student and parent/guardian are responsible for the appropriateness and content of material that is transmitted or published using the technology.
* Only school related software is to be installed on the computer or similar devices. It is intended for school work only. Materials such as games, music, instant messaging and videos unrelated to school studies are not to be downloaded or stored on the computer.
* The unauthorized installation, use, storage or distribution of copyrighted software or materials on EECD issued equipment is prohibited.
* Use of the technology to access, store, or distribute content related to nudity, pornography, violence, crime, or other inappropriate material is prohibited.
* Personal information such as home address, telephone numbers should not be stored on the device; passwords should remain confidential.
* Setting up internet access at home is the responsibility of the parent/guardian.
* Supports such as repairs and technical advice are not available in the home setting or in other locations outside of the school building.

# Acknowledgement of Responsibilities

**NOTES:** Failure to follow *Assistive Technology Responsibilities: School and Home Use*

may result in damage to the equipment and a loss of use during repair.

Severe or repeated infractions may result in additional limitations on device usage, suspension of home use privileges, or the replacement of computer technology with another form of intervention.

Signing and submitting this agreement does not guarantee that the student will receive technology. Qualifying applications will be considered and devices deployed as resources permit.

**We agree to this student using this technology in school and at home according to the expectations and responsibilities outlined in this document.**

Student Name:       School:

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Signature of Student Please print name Date Signed

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Signature of Parent/Guardian Please print name Date Signed

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Signature of Administrator Please print name Date Signed

*A signed copy of this document is to be retained by the school in the student’s cumulative file. A* ***copy of the signature page only*** *is to accompany the application for assistive technology.*

# Verification of Wifi Access

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| **If a Chromebook has been requested on this application**, does this student have good access to WiFi at both school and home?        **Yes** **No** |