

Scoil Bhréanainn, Portmagee

Assistive Technology Policy



Introduction and Rationale

This policy has been developed in line with Department of Education and Skills (DES) Circular 10/2013.

Assistive Technology provided under the DES Scheme of Grants supports students who have been diagnosed with:

- a serious physical disability, and/or
- a sensory or communicative disability that significantly restricts their ability to communicate through speech or writing,

and where:

- existing school equipment is insufficient to meet the student's needs, and
- without such equipment, the student would be unable to access the curriculum.

Scoil Bhréanainn may apply to the National Council for Special Education (NCSE) through the Special Educational Needs Organiser (SENO) for essential assistive technology for individual students when recommended by relevant professionals (e.g. Educational Psychologists, Occupational Therapists, Speech and Language Therapists).

Ownership and Responsibility for Equipment

In accordance with DES Circular 10/2013 (Sections 13 and 14):

- All assistive technology remains the property of the school.
- The Board of Management is responsible for the maintenance, repair, insurance, and safe custody of the equipment.
- A designated teacher will oversee the management and effective use of the equipment within the school.
- Although sanctioned for a particular student, equipment may be reallocated to other students with similar needs when appropriate.

Home Use of Equipment

Assistive technology should normally be kept in the school. However, the Board of Management may, in certain circumstances, permit home use where it is agreed that this would benefit the student's learning, educational progress, or completion of homework.

Where home use is approved:

- Parents/guardians must agree to the Terms and Conditions outlined in **Appendix 1**.
- An application form requesting consent for home use must be completed (**Appendix 2**).

Procedure for Home Use

1. Parents/guardians read and agree to Appendix 1.
2. Parents/guardians submit an application to the Board of Management (Appendix 2).
3. The Board of Management considers the application and makes a decision.

Transfer of Equipment Between Schools

Assistive technology generally remains with the school. However, where equipment is highly specialised or individualised and the student transfers to another school (including post-primary), the transfer of equipment may be considered in consultation with the SENO and/or Visiting Teacher.

This approach aims to:

- ensure continuity of support for the student, and
- avoid unnecessary duplication of resources.

Retention of equipment by the school may be considered where:

- the technology is outdated or unsuitable for the transferring student, or
- another student in the school requires the same equipment.

Where the equipment is no longer required by either the school or the student, the SENO may allocate it to another school.

Terms and Conditions relating to the transfer of equipment are outlined in **Appendix 3**, and an application form is provided in **Appendix 4**.

Procedure for Transfer of Equipment

1. Parents/guardians read and agree to Appendix 3.
 2. Parents/guardians submit an application to the Board of Management (Appendix 4).
 3. The Board of Management considers the application and makes a decision in consultation with the SENO, where required.
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Timeframe for Review

This policy will be reviewed periodically.

This policy was adopted by the Board of Management at a meeting held on **10 February 2026**.

Signed: *Myra Hulme*
Chairperson