



PROCEDURE:	Pr ST: 24
EFFECTIVE:	Dec.16, 2008
AMENDED:	June 12/18
RELATED POLICIES:	ST:24, A: 10
REPEALS:	
REVIEW DATE:	2022-2023

1.0 Objective

- 1.1 To establish procedures for the purchase, maintenance, repair, use and disposal of special education equipment.

2.0 Recommendations for Equipment

- 2.1 Recommendations for special education equipment by qualified professionals either within or outside the WECDSB are required in order to access Board and Ministry funding.
- 2.2 Recommendations will be considered where the qualified professional indicates that the equipment is *essential* to support the student with special education needs to access the Ontario curriculum and/or alternative program and/or to attend school.
- 2.3 “Qualified professional” includes:
 - psychologist or psychological associate
 - physician
 - audiologist
 - speech-language pathologist
 - augmentative communication therapist
 - optometrist/ophthalmologist
 - occupational therapist
 - physiotherapist
 - orthopedagogue (Quebec registered)
 - provincial School for recommendations to support blind, deaf and deaf-blind students
 - specialist teachers of the blind, deaf or deaf-blind as recognized by the Ministry of Education (provided accompanied by diagnosis of appropriate qualified professional).
- 2.4 Recommendations for equipment or any recommendations for changes or upgrades to existing equipment shall be considered and determined at the discretion of the Superintendent of Special Education. The Board’s Psychological Services and/or a Special Education Coordinator shall review any private recommendations/assessments received from outside of the Board, and the decision to follow the

recommendation shall be made at the discretion of the Superintendent of Special Education.

- 2.5 Once original equipment has been ordered upon the recommendation of a qualified professional, any necessary upgrades may be ordered by the Special Education Coordinators.

3.0 Submission of Requests for Equipment

- 3.1 All SEA claims must be supported by an Individual Education Plan (IEP) for the student in the current school year. The IEP must be signed by the principal. The student's IEP must demonstrate the use of equipment such that it:
- connects to program and report card;
 - reflects a logical thread from assessment data to the student's areas of strength and need, accommodation and program section; and
 - the program section provides measurable learning expectations related to Ontario curriculum for modified subjects/courses, and/or includes alternative skill areas as appropriate.
- 3.2 When a school receives a report from a qualified professional recommending special education equipment, the Learning Support Services Teacher (LSST) shall review and highlight the section(s) of the report containing the recommendations and forward it, with the IEP, name of school and student's grade level, to the Special Education Coordinator for the school.
- 3.3 The Special Education Coordinator shall review the documentation and make a decision on approval prior to submission to the Ministry for final approval.
- 3.4 If approved, the documentation will be forwarded to the Coordinator in Charge of SEA Equipment for processing.

4.0 Processing Orders

- 4.1 All SEA equipment orders are delivered to the Windsor-Essex Catholic Education Center (CEC). The equipment is then delivered, with an information package, to the school. Any equipment that arrives during the summer will be held at the CEC and delivered the first week in September.
- 4.2 Ordering of computer related equipment and software is done in consultation with the Information Technology Department to ensure compatibility with the Board's information technology system.
- 4.3 The information package delivered with the equipment shall contain information for parents, classroom teachers and the Learning Support Services Teacher (LSST), and forms (Appendix "A" - "Terms and Conditions for Use of SEA Equipment – Chromebook" and Appendix "B" – "Terms and Conditions for Use of SEA

Equipment – iPad”) that must be signed and returned to the Coordinator in Charge of SEA Equipment.

- 4.4 If the student requires an equipment upgrade because the equipment is not capable of running the programs that the student requires in order to access curriculum, the Special Education Coordinator should be contacted. Upgrades and refurbishment shall be considered as an option before replacement and must meet the policy guidelines.
- 4.5 If computer hardware is lost, stolen or damaged, neither the WECDSB nor the Ministry of Education are responsible for its replacement. The school must provide access to a school computer until the student becomes eligible for an upgrade, or must purchase a new computer out of the school budget.

5.0 Tracking and Storing

- 5.1 Special Education Equipment, although made available for the use of the student, is the property of the Windsor-Essex Catholic District School Board, and the Board will protect the equipment through proper tracking and storage systems.
- 5.2 All equipment shall be labeled with the student’s name.
- 5.3 All SEA equipment shall be assigned a serial code and a database containing all SEA equipment information shall be maintained. The database will be checked before placing new orders. The equipment will remain in a central location until it is needed for another student.
- 5.4 The equipment is to be used to access the curriculum, and therefore it must be present in school with the student daily. Reasonable efforts shall be made to transfer equipment at the same time as the student from classroom to classroom, school to school and Board to Board.
- 5.5 At the end of each school day, equipment must be safely stored in a locked area of the school.
- 5.6 Unless otherwise indicated, at the end of each school year, all SEA equipment must be boxed, labeled and stored in a secure location at the school.
- 5.7 If the student is transferring to a school within our Board:
 - The transfer should take place ***before the end of the school year.***
 - The elementary school contacts the Secondary School Special Education Department Head and arranges for the transfer of equipment.
 - Complete the “Transferred” column on the SEA Tracking Sheet (Date and Destination)
 - Upon receipt of the equipment, the Secondary School Special Education Department Head must check all items listed on the Tracking Sheet and initial that the equipment was received. If equipment is missing, the Department Head will contact the school that transferred the items immediately.

- 5.8 If the student is transferring to another school board:
- The school will pack all of the equipment and notify the Special Education Coordinator. The Special Education Coordinator will make the necessary arrangements according to established Board protocol. ***Equipment should be securely stored for the summer*** and will be transferred once the receiving Board confirms that the student is in attendance. Board approved courier must be used to transfer the equipment. Personal vehicles are not to be used.
- 5.9 In the case of a student transferring to a new school or school board, the sending school/board shall be responsible for ensuring that all equipment is transferred in good working order.
- 5.10 When a student graduates from secondary school, the SEA equipment used by that student must be returned to the Catholic Education Centre, to the attention of the Special Education Coordinator.

6.0 Use and Maintenance

- 6.1 Technical support is scheduled using Board approved software.
- 6.2 It is the responsibility of the Board to provide batteries for both personal and soundfield FM systems. The life of a single battery can range between 3 and 8 days depending on the type of amplification device being accessed. At the start of each school year, all personal FM equipment boxes will include a case of batteries for device use. Throughout the school year, the Board will provide extra batteries upon teacher/student request. Rechargeable batteries used for soundfield systems should be replaced annually, specifically when all soundfield systems are being summer serviced by the service provider. Contact the Board of Education Audiologist or the Itinerant Teacher for Deaf/Hard of Hearing Students when repairs required on either soundfield and personal FM systems are required throughout the school year.
- 6.3 No hardware shall be plugged onto the WECDSB network or a home network without the permission of the WECDSB Information Technology Department.
- 6.4 No unauthorized software is to be installed on the SEA funded computer.
- 6.5 On a case by case basis, and at the discretion of the principal the student may be permitted to bring equipment home, including summer use, provided parents sign and return the form “Terms and Conditions for Summer Home Use of SEA Equipment - Chromebook” (Appendix “A1”) or the form “Terms and Conditions for Summer Home Use of SEA Equipment – iPad” (Appendix “B1”) prior to the equipment leaving school property.
- 6.6 If equipment is not being used appropriately to access curriculum, it shall be returned to the WECDSB.
- 6.7 Staff training will be provided when new equipment is purchased, when deemed necessary by the principal in consultation with the Special Education Coordinators.

- 6.8 All questions regarding SEA equipment should be directed to the Special Education Coordinator assigned to the school.

7.0 Disposal of Obsolete Equipment

- 7.1 Obsolete special education equipment shall be disposed of according to Board Policy A: 10 Disposal of Assets.