



PROCEDURE:	Pr ST: 24
EFFECTIVE:	Dec 16/08
AMENDED:	
RELATED POLICIES:	ST:24, A: 10
REPEALS:	
REVIEW DATE:	2011-2012

## 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
  - social worker
  - 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 Board. 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 Board.

- 2.5 When equipment is recommended as the result of a private psychological assessment, the Board maintains the discretion to provide a 3 to 6 month trial period with suitable equipment before ordering new equipment.
- 2.6 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) 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, including headphones, USB cables, power adaptors, software packages and CDs, laptop bag, laptop/computer, printer, scanner, and cart/table (as applicable), shall be labeled with the student’s name.
- 5.3 A database shall be maintained containing information on all SEA equipment e.g. laptop/computer, cables, adaptors, printers, scanners, headphones, carts/tables, software, etc., with serial codes.
- 5.4 Special education equipment, other than computer equipment, which is no longer being used, will be tracked by a central database. This database will be checked before placing new orders.
- 5.5 The equipment will remain in the school until it is needed for another student. Inventory records will be maintained by each school and documented in the Ontario Student Records.
- 5.6 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.
- 5.7 At the end of each school day, equipment must be safely stored in a locked area of the school.
- 5.8 At the end of each school year, all SEA equipment must be boxed, labeled and stored in a secure location at the school.

- 5.9 When a student graduates from elementary school, the SEA equipment will be transferred at the end of June. During the last week of school in June, the elementary LSST shall contact the secondary Special Education Department Head to arrange for the pickup of the equipment.
- 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 for that school.
- 5.11 When a student transfers from a WECDSB school to a school in another school board in Ontario, the equipment shall be held at the original school until a request is made, in writing, from the receiving school. The request shall be directed to the Coordinator in Charge of SEA equipment, who will then direct the transfer. The receiving school is required to pick up the equipment once the proper transfer documentation is completed. The equipment will not be sent with the student.
- 5.12 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.

## **6.0 Use and Maintenance**

- 6.1 Technical support is provided by the WECDSB through the Board's Help Desk. Replacement batteries and/or ink cartridges must be paid for through the school budget.
- 6.2 It is the responsibility of the school to provide batteries for the sound field type FM systems (not personal FMS that are attached to hearing aids). The batteries (AA Rechargeable nickel metal hydride (NIMH) batteries, brand name Rayovac) must be replaced each year in September to ensure that the FMs are working properly. A package of 4 batteries should be purchased before the end of the school year, so that the Board Hearing Teacher can reinstall them in September. The Board's Itinerant Teacher for the Hearing Impaired shall be contacted for repairs required to the FM Systems
- 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 A memory stick shall be included in a computer package so that the student can transport schoolwork files to and from his/her home computer.
- 6.6 On an exception basis, and at the discretion of the Coordinator in Charge of SEA Equipment, if the student does not have a home computer or the necessary software is not available on the home computer, the student may be permitted to bring equipment home provided parents sign and return the form "Terms and Conditions for Home Use of SEA Equipment" (Appendix "B") prior to the equipment leaving school property.

- 6.7 If the student will be using the laptop at home, the school must set up a “Sign In/Sign Out” system in order to keep track of the equipment. The laptop must be returned to school each day. It is not recommended that the student be allowed to take the equipment home over the summer.
- 6.8 If equipment is not being used appropriately to access curriculum, it shall be returned to the WECDSB.
- 6.9 At times when the student is not using the SEA equipment e.g., when the student is participating in physical education class, other students in the school who would benefit from using it may be allowed access.
- 6.10 Staff training will be provided when new equipment is purchased, when deemed necessary by the Superintendent in charge of Special Education or designate.
- 6.11 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.



## Terms and Conditions for Use of SEA Equipment

Student Name: \_\_\_\_\_

School: \_\_\_\_\_

Dear Parent/Guardian:

The Windsor-Essex Catholic District School Board has purchased, under SEA funding, a computer workstation and/or laptop for the above named student. Please initial each of the following statements to indicate that you have read and understood the terms of use.

\_\_\_\_\_ The equipment is the property of the Windsor-Essex Catholic District School Board.

\_\_\_\_\_ Technical support is provided by the Windsor-Essex Catholic District School Board.

\_\_\_\_\_ The equipment must be returned to the Windsor-Essex Catholic District School Board  
a) upon request;  
b) at the time of the secondary graduation of the student;  
c) if the student ceases to attend school with the Windsor-Essex Catholic District School Board.

\_\_\_\_\_ This hardware is **NOT** to be plugged onto the Windsor-Essex Catholic District School Board network or the home network without the permission of the WECDSD Information Technology Department.

\_\_\_\_\_ If the hardware is lost, stolen or damaged, neither the Windsor-Essex Catholic District School Board nor the Ministry of Education are responsible for its replacement. The school must, however, provide access to a school computer.

\_\_\_\_\_ No unauthorized software is to be installed on the SEA funded computer.

\_\_\_\_\_ If the computer is not being used appropriately to access curriculum, my son/daughter will lose the use of the Ministry funded computer.

\_\_\_\_\_ Other students in the school may be allowed supervised access to the SEA equipment at times when my son/daughter is not using it.

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Principal's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Note:** The Principal is to return a copy of this form, with signatures, to Karen Kessler, Special Education Coordinator.



## Terms and Conditions for Home Use of SEA Equipment

Student Name: \_\_\_\_\_

School: \_\_\_\_\_

School year: \_\_\_\_\_

This acceptance form is valid for the borrowing of the computer hardware identified below:

Laptop Asset Number: \_\_\_\_\_

Laptop Serial Number: \_\_\_\_\_

Laptop Model: \_\_\_\_\_

***The Windsor-Essex Catholic District School Board has purchased, under SEA funding, a computer workstation and/or laptop for the above named student. I consent to the following terms and conditions as they relate to the home use of this SEA equipment.***

Please initial each statement to indicate that you have read and understood each condition.

\_\_\_\_\_ The equipment is the property of the Windsor-Essex Catholic District School Board.

\_\_\_\_\_ Technical support is provided by the Windsor-Essex Catholic District School Board.  
The hardware must be brought to the school for service.

\_\_\_\_\_ The equipment must be returned to the Windsor-Essex Catholic District School Board  
a) upon request;  
b) at the time of the secondary post-secondary graduation of the student;  
c) if the student ceases to attend school with the Windsor-Essex Catholic District School Board.

\_\_\_\_\_ This hardware is **NOT** to be plugged onto the Windsor-Essex Catholic District School Board network or the home network without the permission of the WECSDB Information Technology Department.

\_\_\_\_\_ If the hardware is lost, stolen or damaged, neither the Windsor-Essex Catholic District School Board nor the Ministry of Education are responsible for its replacement.

\_\_\_\_\_ This hardware is to be used to access the curriculum therefore it **MUST** be present in school with the student daily.

\_\_\_\_\_ No unauthorized software is to be installed on the SEA funded computer.

\_\_\_\_\_ If the computer is not being used appropriately to access curriculum, my son/daughter will lose the use of the Ministry funded computer.

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Principal's Signature: \_\_\_\_\_ Date: \_\_\_\_\_