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Castletroy College Assistive Technology User Policy



Address	Newtown, Castletroy, Co. Limerick, V94 6D85
Telephone	061330785
Email	admin@castletroycollege.ie
Website	http://castletroycollege.ie/
Fax	061330844
School Name	Castletroy College



Castletroy College

Assistive Technology User Policy

PURPOSE

The purpose of this policy is to provide clarity surrounding the Assessment, Application, Provision, Induction, Management and Support of all Assistive technology for students of Castletroy College.

It is also the purpose of this policy to set out guidelines governing the use of assistive technology by students while attending Castletroy College.

SCOPE

1. This policy applies to all staff members, parents/guardians of students in receipt of assistive technology and the students themselves.
2. This is a joint AEN/ Digital Learning policy.
3. This policy is governed by conditions and regulations set out by the Department of Education including the Scheme of grants towards the purchase of essential assistive technology equipment for pupils with physical or communicative disabilities, Circular No 0010/2013.

Available online: https://www.education.ie/en/Circulars-and-Forms/Active-Circulars/cl0010_2013.pdf

SECTIONS

- A. The Assistive Technology Process.
- B. User Specific Details
- C. User Agreement and Assistive Technology Acceptance Form



Section A – The Assistive Technology Process

Deployment of assistive technology at Castletroy College involves a process as follows:

1. Initial Assessment
2. Application for assistive technology
3. Purchase of assistive technology
4. Handover of assistive technology and Role of the Assistant Digital Learning Coordinator. (ADLC)
5. An induction session
6. An ongoing management and support process.
7. Transfer from/to another school

1. Initial Assessment

Any assistive technology granted to a student will be based upon a comprehensive professional assessment. The parents and the AEN coordinator will manage this process.

2. Application for assistive technology

Once a recommendation for assistive technology has been advised, the AEN coordinator will make an application to the Dept. of Education on behalf of the school.

3. Purchase of assistive technology

If the application is approved, the school will purchase a suitable device for the student on behalf of the department of Education. The AEN coordinator will, in conjunction with expert professional guidance (currently Conor Hartigan, Regional Assistive Technology Coordinator; UL and the Castletroy College Assistant Digital Learning Coordinator), determine the most appropriate computer hardware and software to meet the student's needs.

4. Handover of assistive technology and role of the Assistant Digital Learning Coordinator. (ADLC)

When a device has been purchased for a student, the ADLC will take responsibility for the personalised setup and delivery of the Assistive Technology Device (ATD) to the student. The ADLC is the designated teacher in the school with responsibility for the management of the equipment and for monitoring its effective use within the school. The ADLC will thereafter become the contact point in the school for all issues related to the device.

5. Induction Session(s)

Each student in receipt of an ATD will meet with the ADLC to learn how to best manage their new device and how to use any software packages that are required to enable them in their learning. The number of these sessions is not defined. The ADLC will endeavour to meet the student as many times as is necessary, within reason, to enable them to use their device comfortably and confidently. It is desirable that the parents/guardians become familiar with the student's device and are able to use any software that the student is using. This will enable parents/guardians to support their child using the device at home. In addition to this, the following will apply:

Device Setup

Chromebooks are the recommended device as Castletroy College uses Google Workspace and all teachers use chromebooks. When a chromebook is provided to a student it will be set up as a managed device on the school Google Workspace installation. All apps and extensions are



therefore managed by the school Google Workspace administrator. Essential apps are force installed and others are available for local installation by the user should they need it.

Essential Software Pre Installed on Windows Devices

- MS Office 2016
- Google Chrome
- Read and Write Gold
- Google Drive (Synced with their school G Suite Account)

Note Taking (Windows devices)

OneNote is the software to be used by students to take notes. The default save folder is set to save within Google Drive.

Cloud Storage and Backup

- All files are to be saved in Google Drive within their school Google Workspace Account. (Default on Chromebooks)
- The default save folder for OneNote is set to save within Google Drive.
- This ensures all data can be retrieved from the cloud in the event of an issue with the device e.g. breakage, theft, fatal system error.

Digital Workflow Management in Google Workspace and Classroom

Staff use the full functionality of Google Workspace and Google Classroom to manage a digital workflow with students. This may include but is not limited to the following activities:

- Teacher generated course material may be made available to the students in Google Classroom.
- Assignments set and marked in Google Classroom.
- At the teacher's request students may share a Google Doc or other cloud based file with their teacher for homework
- At the teacher's request students may share a Google Drive folder with their teacher for homework
- At the teacher's request students may share a Digital Portfolio with their teacher for homework and project work.

6. [An ongoing management and support process.](#)

It should be recognised that technological change happens quickly and computer hardware and software will need frequent updating. This will require regular software updates and occasionally, retraining of students. It is also the case that individual student needs may change and they may need to have new software and training. Therefore, it is important that a continuing process of support and management for both the student and their device is in place. The ADLC and the AEN coordinator will monitor and support the student, within reason, while they are using assistive technology at the school. Where a student uses a chromebook it is expected that any member of staff may be able to provide support with specific digital learning/technology issues in their subject.

7. [Transfer from/to another school](#)

Castletroy college will endeavour to facilitate a smooth transition from primary to secondary school for students already using assistive technology in primary school. The AEN coordinator and ADLC will liaise as necessary with the feeder school staff, parents/guardians and the pupil in



order ensure that there is no gap in support for the pupil and to enable the pupil to continue to use suitable and familiar resources in their new setting.

Should the pupil in respect of whom the technology is sanctioned change to a different post primary school, the new school, or the school that was sanctioned the technology may consult with the SENO/Visiting Teacher with regard to its transfer with the pupil where it is still appropriate for the pupil's assessed needs. This will ensure that there is no gap in support for the pupil and to enable the pupil to continue to use suitable and familiar resources in their new setting.



Section B – User Details

Student:	
Base Class:	
Device Make and Model:	
Serial Number:	
Processor: RAM:	
Specific Software Installed:	
Date Released:	
Date of expected return:	
Parent/Guardian Signature:	
Student Signature:	
Digital Learning Coordinator Signature:	



Section C – User Agreement

User agreement

Castletroy College is issuing assistive technology to students to facilitate learning and communication. All assistive technology and accessories are provided to students for a period of time as deemed appropriate by the school. As a condition of their use, students must comply with and agree to all of the following:

- Prior to being issued a device, students will sign the Assistive Technology Acceptance Form and agree to all outlined policies and rules.
- Students will return or provide access to any device or accessories they have been assigned upon the school's request.

General Rules

You are responsible for protecting your device from damage, loss or theft and for protecting the information it contains. Please ensure your device is secure and protected at all times. All conceivable situations cannot be covered in this document. Students must realise that good judgement and common sense should be your guide in managing your device and when faced with unusual or unforeseen situations.

General Device Rules

- Students should NOT attempt to install software or hardware or change the system configuration including network settings.
- Power off your device whenever it is not in use. Do not carry the device in suspend or hibernation mode.
- Use the protective case provided to carry your device.
- To prevent theft, keep your device close to you and in sight. Otherwise, keep it locked away securely in your locker or at home.
- Never store passwords with your device or in its carrying case.
- Please make sure your hands are relatively clean before using the device. It is costly for example to change a laptop keyboard and/or touchpad that has been damaged by excessive dirt.
- Do not place drinks or food in close proximity to your device.
- Always follow teacher instructions when using your device in class.

Note: Students will not be held responsible for device problems resulting from normal regular use.



ASSISTIVE TECHNOLOGY ACCEPTANCE FORM

1. I understand that all assistive technology devices and accessories that Castletroy College have provided me are the property of Castletroy College (DES Circular No 0010/2013). I agree with, and will adhere to, all of the aforementioned rules and guidelines of the Assistive Technology User Policy.
2. I will not install any additional software or change the configuration of the equipment in any way.
3. I will use a protective case to ensure that the device issued to me is carried and stored safely.
4. I will not allow any other individuals to use the device issued to me and/or the related equipment and accessories that have been provided to me by Castletroy College.
5. I agree to return or provide access to the device and accessories in my possession on request by the school.
6. I will report damage or suspected problems immediately to the Castletroy College Assistant Digital Learning Coordinator.
7. I will adhere to the school acceptable ICT user policy a summary of which is in my journal.

Student

Name: _____ (BLOCK CAPITALS)

Date: _____

Signed: _____

Date: _____

Parent/Guardian

Name: _____ (BLOCK CAPITALS)

Date: _____

Signed: _____

Date: _____



Monitoring and Review

As part of the School Self-Evaluation Process, Castletroy College will monitor, review and evaluate this Policy on an ongoing basis to ensure legal compliance and the maintenance of best practices.

This policy was adopted by the Board of Management on 08/05/23

Signed:

Chairperson of Board of Management /Principal

Date of next review: January 2025