



St. Michael's School

Policy on Assistive Technology

June 2026

Introduction

This policy has been compiled in relation to the use of assistive technology equipment by some pupils who are professionally deemed to need additional support in order to access the curriculum.

Assistive technology equipment may include laptops, tablets, iPads, augmentative and alternative communication (AAC) devices, communicative devices, speech generating devices, surround sound systems and other technology supports which assist students to access learning, communication, participation and independence.

The purpose of this document is to set out clear guidelines for use of such devices in school, at home and during transportation between school and home.

Aims of this document

- To support the provision of technology devices to enable the pupil to access the curriculum.
- To provide clear guidelines on the handling of such equipment by staff and pupil.
- To provide clear guidelines on transportation of equipment.
- To provide clear guidelines on the handling of such equipment at home.
- To support issues which may arise through use / breakage.
- To support pupils in accessing communication, learning, participation, independence and wellbeing through the appropriate use of Assistive Technology

Guidelines for Home

- Pupil's personal devices (i.e. those not sanctioned and purchased through the school) can only be brought to school with a recommendation (and support training, where necessary) provided to the school in writing by the professional, speech and language therapist etc.
- Any equipment purchased by the school under Department of Education and Youth remains the property of the school and should normally be kept in school (see Circular 0010/2013).
- If the device (e.g. laptop/tablet) is deemed necessary for homework or home communication in the initial professional recommendation, then the equipment may be allowed to travel home daily (Mondays – Thursdays only) (see attached Form A).
- The device is to remain in school on Friday evening and for the weekend, unless specified in the initial professional recommendation.
- Parents may put a request in writing to the Board of Management. if they feel the device may benefit their child at home over a weekend (see attached Form B).
- In the event of emergency situations, prolonged absence from school or other exceptional circumstances, the device may be kept at home in consultation with the Principal/Deputy Principal to support continuity of learning and communication (see attached Form B).
- Photographs from home may be stored on the device for the purpose of providing communication with school (e.g. telling news from the weekend, new pet) with the permission of the pupil's family (see attached Form C).

Guidelines for School

- Only the pupil to whom the device is assigned may use it.
- The device will be labelled with the pupil's name.
- Teachers should record in the student's plans how the equipment will be used.
- Portable devices such as laptops and tablets are to be stored away securely when not in use.
- Photographs of staff and pupils should not be stored on the devices. However, permission to use such photographs will be sought from all parties if using facial photos is deemed an essential intervention in the pupil's communicative progress e.g. classroom naming work needs to be extended to homework (See Form C). Any photographs stored on devices shall be retained only for educational purposes and managed in accordance with the school's Data Protection Policy.
- Training will be sought for staff when a new, unfamiliar device is introduced.
- The use of Assistive Technology may be recorded within Student Support Files/Individual Education Plan, Student Support Plans or other relevant educational planning documentation where appropriate.
- Laptops can be linked to the school printer for the purpose of printing pupil's work if necessary.
- Devices can be linked to the internet if deemed necessary and must be used in accordance with the school's Acceptable Use Policy, Child Safeguarding Procedures and Data Protection Policy.
- The device will be locked securely on the school premises during school holidays. However, if the device is deemed necessary for the pupil during holidays arrangements can be made.
- 'Where the school has no further requirement for the equipment or where a pupil transfers to a different school, the SENO may allocate it to another school in the interests of meeting needs to the greatest extent possible' (Circular 0010/2013).

Guidelines for transporting pupil allocated devices

- The device needs to be transported in a padded bag (provided by home).
- The bag will be clearly labelled with the pupil's name and school contact details.
- The pupil will carry the device to the bus, unless help is required, in which case the class SNA will carry the device to the bus.
- The device remains in the bag for the duration of the bus journey.
- The Bus Escort will help the pupil to remove the device from the bus if necessary.

Guidelines to support issues that may arise

- Any devices that are damaged at school may be repaired through the school's IT support company. Where damage occurs at home, it is the responsibility of the parent/guardian to notify the school as soon as possible, who may arrange for this device to be repaired (where possible), and parent / guardian could be expected to cover this cost. The circumstances of each case will be considered individually by school management and, where appropriate, the Board of Management.
- A report must be submitted to the Principal / Post Holder by staff/parent/guardian as soon as damage has been noticed (see attached Form D).

- Where a device that has not been sanctioned through the school is damaged, then home will seek to have it repaired through their supplier.
- The school's insurance company will be notified of the devices used and kept in school.
- The school's insurance company will not consider covering damage to devices without a written report submitted to the Principal.
- Where a pupil changes school the device remains the property of the school (if sanctioned and purchased through the school) unless otherwise directed by the SENO.

Data Protection

Personal information, photographs and educational data stored on Assistive Technology devices shall be managed in accordance with GDPR, the Data Protection Acts and the school's Data Protection Policy. Information shall be stored only where necessary to support the pupils educational, communication or therapeutic needs.

Policy Details

This Policy has been written in accordance with Department of Education and Youth's Circular 0010/2013. It was completed in May 2020, in consultation with the school community. The policy was reviewed at a Board of Management meeting on 24th June 2026.

Signed:



Chairperson, Board of Management

Date:

24th June 2026

Form A
Use of digital technology device for homework (Mon-Thurs)

- We agree to using the device for the purpose described in the initial professional recommendation. Give details (date of report/ name of professional) _____

- We agree the device is for use by the named pupil only.
- We agree to supervise the pupil's use of the device, especially online use.
- We agree to be responsible for keeping the device safe.
- We agree to not alter the device in any way.
- We agree to inform the school as soon as possible of any problems experienced.

Name of pupil: _____

Name / make / model of device: _____

Name of parent / guardian: _____

Contact Number: _____

Signature of Parent / Guardian: _____ **Date:** _____

Signature of Principal/ Deputy Principal/ Class Teacher: _____
Date: _____

Form B
Request for use of digital technology device for weekends, holidays and emergencies.

To the Board of Management of St. Michael's School, Holy Angels,

I would like to request the use of the device named below for my son / daughter for the following reason (s):

- We agree to using the device for the purpose described in the initial professional recommendation. Give details (date of report/ name of professional) _____
- We agree the device is for use by the named pupil only.
- We agree to supervise the pupil's use of the device, especially online use.
- We agree to be responsible for keeping the device safe.
- We agree to not alter the device in any way.
- We agree to inform the school as soon as possible of any problems experienced.

Name of pupil: _____

Name / make / model of device: _____

Time requested: Weekends _____ Mid-terms _____ Christmas Holiday _____
Easter Holiday _____ Summer Holiday _____

Name of parent / guardian: _____

Contact Number: _____

Signature of Parent / Guardian: _____ Date: _____

Signature of Principal/ Deputy Principal/ Class Teacher: _____

Date: _____

Form C
Request for storage of photographs on digital technology device.

To the Board of Management of St. Michael's School, Holy Angels,

Permission is being sought to store personal photographs on the following device:

Name of pupil: _____

Name / make / model of device: _____

Please tick the relevant box below to give your permission:

Who are you?	What do you allow?	Tick/Cross
Family of pupil who uses the above device.	I allow my family photographs to be stored on the above device and viewed in my child's class to support communication and learning. Photographs will be deleted at the end of the school year.	
Classmate / bus mate of above-named pupil.	I allow my son / daughter's photograph to be stored on the above device to support the learning of the above pupil. It will be deleted at the end of the school year.	
Teacher / SNA of above-named pupil.	I allow my photograph to be stored on the above device to support the learning of the above-named pupil. It will be deleted at the end of the school year.	

Name: _____

Parent of _____

Signed: _____ Date: _____

Form D
Example of Report of Damage to Pupil Allocated Device

To Principal / Deputy Principal/ Class Teacher,

I wish to report damage to the following pupil allocated device.

Pupil's name: _____

Class name: _____

Name / Make / Model of device: _____

Date of Report: _____

Details of damage: _____

Report written by: _____

Signed: _____

Date: _____