Assistive Technology Info sheet

Information for Schools

Who pays the courier costs of moving assistive technology between schools?

Where possible, assistive technology should be moved with the student by the family and/or staff as part of a planned transition between schools.

What does the school need to do when a student is allocated assistive technology?

The Ministry of Education has provided you with assistive technology based on your application. It is allocated to the named student to meet their identified learning needs.

The school is allocated assistive technology directly from the Ministry of Education, or funded to purchase assistive technology as per the approved application. As outlined on the Application Form, the school has agreed to the following processes and conditions.

The school will:

* **assume ownership** of the assistive technology for the time that the student is enrolled in the school, including listing the technology on the school’s asset register, and maintaining a record of the serial numbers and asset numbers or other descriptions of the approved technology along with supplier details and warranty conditions
* provide proof of purchase send a copy of the invoice and serial numbers to the Ministry for their records (this is requested on the review form but may be provided separately)
* take responsibility for insurance of the technology (please refer to the [Insurance & Repairs Fact Sheet](http://www.education.govt.nz/school/student-support/special-education/assistive-technology/forms-for-assistive-technology/) to find out about the Ministry of Education’s continued support in case of theft, loss or damage). Contact the local Ministry office for advice if the item needs extensive repair, maintenance or replacement
* take responsibility (with Ministry support) for ensuring the safekeeping of all technology items including original software, manuals and accessories etc. (as documented in the management plan where applicable)
* label technology with stickers provided by the Ministry
* ensure that the technology is used for the intended purpose by the student it is allocated to
* support the implementation and ongoing use of the technology within the school including the implementation of the agreed training plan if applicable
* load appropriate school software to support the student. This includes generic programs used in the school such as Microsoft Office and virus software and provision of access to school networks if appropriate
* review allocated assistive technology regularly and at each transition for the student. A formal review of the assistive technology should be completed about six months after allocation (or at the next scheduled IEP meeting). Please complete and return the [Review Form](http://www.education.govt.nz/school/student-support/special-education/assistive-technology/forms-for-assistive-technology/) to the Ministry of Education at that time
* notify the local Ministry office when the named student transfers to another school or leaves school, and ensure that the assistive technology transfers to the new school with the student OR is returned (transferred) to the Ministry of Education

The school lists the assistive technology as a capital item (asset) and includes it on the school’s asset register.

When the student leaves the school, the item of assistive technology is removed from the school’s asset register. If the assistive technology no longer meets the student’s learning needs, return it to Special Education.

If you have any queries, please contact the assistive technology coordinator at your local Ministry of Education office.