



SPECIAL EDUCATION – SPECIALIZED EQUIPMENT

Procedures

OPERATIONAL

1. Purchase

All purchases of SEA equipment shall be according to the current Ministry of Education “Special Education Funding Guidelines Special Equipment Amount (SEA)”.

2. Board Responsibilities for SEA Per Pupil Amount and Claims-Based Funding

DSB Ontario North East will ensure that, in addition to any other obligations to give notice under the Municipal Freedom of Information and Privacy Act (MFIPPA), the board has informed the parent that a SEA claim has been submitted to the Ministry, in accordance with this guideline, to partially offset the cost of support and services provided by the board for their child.

DSB Ontario North East has a responsibility to meet the special education needs of their students. SEA funding assists with the equipment and training costs associated with meeting these needs. The board will develop an internal process that equitably allocates the Per Pupil Amount, Claims-Based amount and an internal board contribution to support student needs in an equitable and timely fashion. The board will internally allocate sufficient funding (in addition to SEA funding) to meet these needs and ensure that all students with special education needs who require equipment have access to appropriate equipment.

The Board will internally allocate funding for:

- The \$800 per pupil deductible (for claims)
- Insurance costs

SEA PPA may be used for technicians and training, including release time for educators.

DSB Ontario North East will seek efficiencies for all SEA equipment purchases. The Per Pupil Amount enables the board to seek bulk purchases and board licenses to decrease costs, including the establishment of consortia across boards to decrease unit costs.

Unused SEA Per Pupil funding must remain as a SEA Per Pupil Amount and be treated as deferred revenue to support future spending on purchases of all computers, software, robotics, computing related devices and required supporting furniture identified for use by students with special education needs, as well as all training and technician costs for maintenance and repair of any SEA equipment.

3. Documentation Required for SEA Per Pupil Amount and Claims-Based Funding

DSB Ontario North East will continue to maintain documentation for both Claims-Based and SEA Per Pupil Amount purchases that correlate equipment to the students for whom it has been purchased. The Board is required to submit annually a list of all purchases made, by category, with SEA PPA funds, as well as to submit to the Ministry a completed SEA PPA Form (**Appendix 2**), which includes a list of expenditures and additional reporting questions. All documentation maintained by boards may be requested for review by Ministry staff.

All SEA equipment must be documented by:

- An assessment or assessments from an appropriately qualified professional (SEA Claims-Based only);
- Evidence of proof of purchase, such a copy of a paid invoice, including for equipment and the cost of maintenance and repairs of SEA equipment (SEA PPA and Claims-Based);
- A copy of the student's current Individual Education Plan (IEP) that provides evidence of the intended use of the equipment (SEA PPA and Claims-Based) in the student's program signed by the Principal.

The appropriately qualified professional will vary depending upon the nature of the student's need and the purpose and function of the equipment. Assessments must include a diagnosis of the condition the equipment is meant to address and a functional recommendation regarding the specific types of equipment the student requires to address his or her strengths and needs. In some cases, more than one type of professional will need to be consulted in order to provide a complete picture of the student's needs and recommended equipment. In addition, the Ministry will recognize recommendations from Specialist Teachers of the blind, deaf or deaf-blind who work for a school board. The decision to recognize an individual as a specialist teacher for the purpose of recommending specialized equipment for students is left to the school boards.

The student's IEP must demonstrate the use of equipment such that it:

- Aligns with their program and report card;
- Reflects a logical thread from assessment data to the student's areas of strength and need, accommodation and/or program section;
- Provides, in the program section, measurable learning expectations related to Ontario curriculum for modified subjects/courses, and/or includes alternative skill areas as appropriate; and
- Demonstrates the student is using the equipment, and, where appropriate, that the student is using the equipment for provincial testing.

4. Eligible Expenses for SEA Per Pupil Amount and Claims-Based Funding

Eligible expenses include all costs associated with purchasing and/or leasing equipment to meet students' special education needs as well as the related costs for peripherals, service contracts and training that are required to make equipment operational.

The types of equipment that are eligible for SEA funding can include any items that are recommended by a qualified professional that are not available through the board's regular school day supply and/or computer purchasing arrangements.

It is expected that equipment will be replaced or upgraded as needed to accommodate changes in students' needs, due to changing technology, and/or to better meet the students' strengths and needs as documented in the current IEP. The expected number of years of use for different types of equipment varies according to the equipment.

5. Ministry Review

- For both the Claims-Based amount and the Per Pupil Amount, the Ministry may review all required documentation in support of SEA claims and may conduct classroom, school and/or board visits which may include the following:
 - That the equipment be found with the student for whom the cost was claimed and/or with the student for whom the equipment was transferred to under the board's asset management plan.
 - That the equipment be found in good repair.
 - That the student and/or staff be able to operate the equipment.
- During the school year, Regional Office staff are available to provide direction and policy interpretation whenever questions arise as to the eligibility of specific items.

6. Documentation Required for Developing the Special Equipment Amount (SEA) Claim

- Each SEA claim must include:
 - SEA Equipment Claim/Tracking Form (**Appendix C**)
 - An assessment or assessments from an appropriately qualified professional(s):
 - The professional will vary depending upon the nature of the student's need and the purpose and function of the equipment. Assessments could be conducted by, but not limited to a psychologist or psychological associate, physician, audiologist, speech- language pathologist, optometrist, occupational therapist and/or physiotherapist.
 - In some cases, a recommendation from a provincial demonstration school, (e.g. Trillium, W. Ross Macdonald, E.C. Drury).
 - The assessment must include a diagnosis of the condition the equipment is meant to address and a recommendation regarding specific types of equipment the student requires addressing his or her needs. In some cases, more than one type of professional will need to be consulted in order to provide a complete picture of the student's needs and recommended equipment.
 - A current copy of the student's IEP that provides evidence of the intended use of the equipment and software in the student's program. Students must have an IEP when equipment is required to support classroom instruction and educational assessment. For students that are not identified and have a recommendation for assistive technology, devices and/or equipment a Non-Identified IEP must be in place.
- Completed claims should be sent to your District SERT or Special Education Administrator.

7. SEA Asset Management /Long Term Planning

Equipment purchased with SEA funding is a set of physical assets which District School Board Ontario North East has a responsibility to protect, maintain and manage as a public resource.

The Board will ensure that:

- Equipment is functioning properly and that the equipment is meeting students' needs.
- Equipment is replaced as required when students outgrow equipment or when equipment wears out through use.
- Upgrades and refurbishment are considered as an option before replacement.
- Equipment is reused by/transferred to other students when no longer required by the student for whom it was purchased.
- Efforts are made to share equipment among several students where possible.
- Reasonable efforts are made to acquire a fair market value when disposing of used equipment.

It is the responsibility of school administration to ensure that all SEA equipment has been received and meets the specifications set out in the SEA claim.

Requests for equipment and software training are to be made by school administration by completing and submitting the Assistive Technology Training School Request (**Appendix D**) to the District SERT or Special Education Administrator.

8. SEA Equipment Transfer Process

Equipment purchased with SEA funding may be transferred from school to school and from school board to school board within Ontario. Where feasible, it is expected that the student's individualized equipment will move with the student it is purchased for.

Transfer of Equipment within the Board (school to school)

- In order to support schools and to meet Ministry expectations for SEA personalized equipment transfer, the Special Education and Information Technology departments work together to facilitate a transfer process for each student's equipment at the end of the school year. When transferring equipment utilize the expertise of the IT technician to ensure all equipment is properly identified and transferred.
- When a school knows that a student with SEA equipment will be transferring to a different school within the Board, the SERT at the sending school will:
 - Verify that all student transfer information is correct;
 - Locate all listed equipment;
 - Check off the equipment that is accounted for on the SEA Transfer & Inventory Forms noting missing or damaged equipment;
 - Box or package and label items for pick up;
 - Have all equipment ready for pick up by the board designated date (usually in June);
 - Contact the receiving school and identify the receiving school's contact and room to which the equipment is to be delivered on the SEA Transfer Form;
 - Send a SEA Transfer Form (**Appendix E**) & SEA Inventory Listing (**Appendix A**) to the Special Education Secretary (New Liskeard Board Office) listing the students SEA equipment.

- When a school receives SEA equipment which is being moved from a different school within the Board, the SERT will:
 - Receive the SEA Transfer & Inventory Forms from the Special Education Office listing the equipment that has been ordered for and is currently in use by an individual student;
 - Verify that all pieces of equipment as indicated on the SEA Transfer & Inventory Forms are received; and
 - Send the completed form to the Special Education Secretary at the New Liskeard Board Office.

Transfer of Equipment to another School Board in Ontario

- When a school knows that a student with SEA equipment will not be returning to a school within the Board for the next school year, the SERT will:
 - Receive a request from the receiving school for the equipment that has been ordered for an individual student;
 - Locate all listed equipment using the SEA Inventory Listing(s) filed in the Ontario Student Record (OSR) (**Appendix A**);
 - Complete and check off the equipment that is accounted for on the SEA Inventory Listing(s) (**Appendix A**);
 - Box or package items for pick up;
 - Label each box and package with the student name and receiving school;
 - Have all equipment ready for pick up by the designated date; and
 - Return SEA Transfer & Inventory Forms to the Special Education Secretary at the New Liskeard Board Office.
- Equipment purchased with SEA funding may be transferred from school board to school board within Ontario. It is the responsibility of the receiving board to pay for any shipping or handling costs associated with the transfer of equipment.

9. Borrowing of SEA Equipment

- Although the Ministry of Education recommends that personalized equipment be used at school, there may be some individual circumstances when a request by a parent/guardian or student over the age of 18 may be approved as an accommodation to assist the student at home to access the Ontario Curriculum.
- Parent(s)/guardian(s) should investigate whether the equipment they are requesting to borrow can be purchased under the Assistive Devices Program (ADP) for home use.
- Parent(s)/guardian(s)/student(s) wishing to borrow equipment for use at home will contact the principal who will recommend approval of those requests where the schoolwork is required to be done at home and the equipment is necessary.
- Principals will provide the family/student with the Information About Borrowing Personalized Special Education Equipment form (**Appendix F**). Before equipment is released to parent(s)/guardian(s) or students (over the age of 18) for use at home, they must consent to assume responsibility for the equipment and agree to the terms as outlined in the form Assumption of Responsibility for Borrowed Special Education Equipment (**Appendix G**). A copy of this form should be sent to the Special Education Administrator.

- The principal reviews, makes a recommendation and forwards the request for approval to the Superintendent responsible for Special Education and the Special Education Administrator.
- It is expected that personalized equipment purchased for the student will remain at the school during the school day, during school holidays, and during summer vacation. Loan of portable equipment during the months of July and/or August may be considered for students with special needs who require the equipment for summer school programs provided by District School Board Ontario North East. Individual requests for borrowing SEA equipment during the summer months will be determined by the Superintendent responsible for Special Education and the Special Education Administrator in consultation with the school principal. The Information Technology Department must be notified of equipment going home during the summer, in order that servicing and upgrading can be completed at another time.
 - Note: scanners, printers and desktop computers are generally not portable and moving them between school and home is not recommended. Students must arrange to scan materials at school.
- Computer equipment and software is purchased and formatted to allow the student to benefit from the recommendations made by a qualified practitioner. The Information Technology Department at District School Board Ontario North East ensures the equipment is compatible with the Board's technology. Limiting the possibility of infecting the board's system with computer viruses is a priority. Therefore,
 - Tampering with the existing set-up of the system is not permitted. Failure to comply with this will result in the immediate cancellation of home use privileges.
 - Software not approved by and/or purchased by the school board is not permitted.
 - Installing any other software will result in the immediate cancellation of home use privileges.
 - The computer is provided to allow the student to access the Ontario Curriculum. Any other use is not acceptable. All students and employees of District School Board Ontario North East are governed by the policies and procedures of the board, including those that pertain to the safe use of the internet and appropriate conduct. By accepting this equipment for use at home, the student and parent(s)/guardian(s) accept the District School Board Ontario North East rules governing the use of computer equipment.
 - Failure to return equipment to school so that it can be used for curriculum tasks at school may result in cancellation of home use privileges.
- The parent (or adult student) is responsible for the cost of replacement and/or repairs if SEA equipment is damaged or stolen while off board property or in transit to/from home.

10. Disposal of Surplus Equipment

- Obsolete SEA equipment is to be disposed of according to the Managing Surplus or Obsolete Furniture, Equipment and Books Policy of District School Board Ontario North East.
- When SEA equipment is not being utilized and is therefore surplus, complete and send the SEA Inventory Listing and the Surplus SEA Equipment forms (**Appendices A & B**) to the Special Education Secretary at the New Liskeard Board Office.

11. Release of Equipment

- Personalized equipment is provided as an accommodation for a disability that affects a student's ability to access the Ontario Curriculum or other board curriculum.
- In addition to software and hardware supports for computer equipment the board also provides training on the use of the equipment and how it can be integrated into the curriculum. This training is provided by school staff and/or by external trainers. Schools may request the services of District Special Education Resource Teachers to provide support for assistive technology.
- Despite these supports, some students show reluctance to use the equipment and in some cases, refuse to use it for any school-related tasks. In such cases, the school may include seeking further support from school and board staff. When the student continues to state that he or she is unwilling to use the equipment, the school can discuss the option of removing and reassigning the equipment within the Board. If the school, the students and the parents are in agreement with this option, the equipment will be declared surplus and a copy of the Release of Equipment Form (**Appendix H**) will be placed in the student's OSR.

12. Upgrading Equipment

- Personalized equipment can be upgraded through the SEA process. This may be necessary when the student's circumstances have changed (e.g. a student has a desktop computer and is placed in a portable; when the equipment is older and can no longer effectively run certain required software; or when innovative technologies become available).
- In these cases, the schools should resubmit the original SEA Claim (**Appendix C**), including the diagnosis and the original recommendation to the District SERT. A current IEP is also required. Schools should also note the reasons why an upgrade is requested.
- The District SERT will review the request and will pass it along to the Special Education Administrator, who will approve the request. If not approved, the request is returned to the District SERT with a rationale and suggestions.

13. Stolen or Lost Equipment

- In a case where equipment cannot be located, the school should contact the police after making all reasonable efforts to locate it.
- When equipment is stolen from a school or from the home of a student who has rights to take the equipment home, the school principal should contact the police to report the theft. The school principal should also contact the Special Education Administrator, who will contact the Information Technology Department in order to arrange a replacement for the equipment.
- The school principal will review with school staff the circumstances under which the equipment was stolen. Procedures for the storage of equipment should be reviewed and revised where necessary.

Appendices

Appendix A: SEA Inventory Listing

Appendix B: Surplus SEA Equipment

Appendix C: SEA Claim & Tracking Form

Appendix D: Assistive Technology Training School Request

Appendix E: SEA Transfer Form

Appendix F: Information about Borrowing Personalized Special Education Equipment

Appendix G: Assumption of Responsibility of Borrowed Personalized Special Education Equipment

Appendix H: Parental Consent for Release of Equipment

APPENDIX A

SEA Inventory Listing

PLACE IN OSR

Student's Name: _____ DOB: _____ OEN: _____	School: _____
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SEA – Item	Serial #	School Year	Comments
OSR COPY			

Special Education Administrator

Date

APPENDIX B

SURPLUS SEA Equipment

Student's Name: _____ School: _____ DOB: _____ OEN: _____	Reason for Surplus: Graduate: <input type="checkbox"/> Not in Use: <input type="checkbox"/> Moved out of Province: Other: _____
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**Attach SEA Inventory Listing (Appendix A)
and verify surplus items**

Signature

Date

Send completed Surplus SEA Equipment Form (Appendix B) & SEA Inventory Listing (Appendix A) to the Special Education Secretary @ the New Liskeard Board Office.

APPENDIX C

SEA CLAIM & TRACKING FORM

COMPLETED BY SCHOOL	
Student's Name:	D.O.B.: IEP: <input type="checkbox"/> NIEP: <input type="checkbox"/>
School:	O.E.N. #:
Attached Reports:	
New Equipment: <input type="checkbox"/> Replacement Equipment: <input type="checkbox"/>	

Please ensure that the SEA claim submission package includes:

- | |
|--|
| <input type="checkbox"/> a completed SEA Claim & Tracking Form;
<input type="checkbox"/> supporting assessment confirming diagnosis (e.g. psychological, medical);
<input type="checkbox"/> an assessment by a qualified professional indicating the nature of the disability and that the piece of equipment or device is essential for the student in order to benefit from instruction; and
<input type="checkbox"/> the student's IEP |
|--|

COMPLETED AT ADMINISTRATION LEVEL

Reviewed By: _____

Date: _____

Meets Ministry Criteria: Yes No

Comments: _____

Reallocation of Equipment or Purchase of Equipment

- Labels Sent to School to affix
- Labels Applied to Equipment
- Data entered on Ministry Submission Spreadsheet
- Information added to SEA Inventory Database
- SEA Inventory Listing Completed and Forwarded to School for filing in OSR
- IEP or Non-Identified IEP reflects personal equipment

ORDERING INFORMATION			
ITEM	P.O. #	COMPANY	RECEIVED

Name: _____

Date: _____

Completed Package Submitted to District SERT or Special Education Administrator

**ASSISTIVE TECHNOLOGY TRAINING
SCHOOL REQUEST**

School: _____

Participants (list only those being trained):

Student: _____ Grade: _____

Classroom Teacher: _____

SERT: _____

E.A.: _____

Training Requested (Programs):

Kurzweil

Dragon NS

Word Q

Speak Q

Other: _____

Knowledge of Programs:

None: _____

Limited: _____

Some: _____

For Office use Only:

Name of Trainer: _____

Date of Training: _____ **Duration of Training:** _____

Training Provided (Programs):

APPENDIX E

SEA Transfer Form	
Student's Name:	D.O.B.:
Current School:	O.E.N. #:
Receiving School:	
LIST OF EQUIPMENT	
<p>Notes:</p>	
<p>Attach SEA Inventory Listing (Appendix A) and verify items transferred.</p>	
Approved by Sending School: _____ Date: _____	Approved by Receiving School: _____ Date: _____

A copy of this completed form must be sent to the Special Education Secretary @ the New Liskeard Board Office for tracking purposes.

APPENDIX F

INFORMATION ABOUT BORROWING PERSONALIZED SPECIAL EDUCATION EQUIPMENT

The Ministry of Education recommends that personalized equipment be used at school. There may be some individual circumstances when a request by a parent/guardian, or student over the age of 18 may be approved as an accommodation to assist the student at home to access the Ontario Curriculum.

Specialized equipment is funded by District School Board Ontario North East (DSB1) and the Ministry of Education. This equipment is the property of the school board and is considered to be physical assets DSB1 has a responsibility to protect, maintain, and manage as a public resource.

You have requested to borrow the equipment for your child (for yourself if you are a student over 18 years of age) for the purpose of completing homework, doing research, or working on other assignments from school. Please read the following information carefully.

1. Parent(s)/Guardian(s) should investigate whether the equipment they are requesting to borrow can be purchased under the Assistive Devices Program (ADP) for home use.
2. The equipment is intended to help students with their learning while at school. When the student is not using it, it may be shared by other students who require assistance. Therefore, the equipment must be at school every day.
3. It is expected that personalized equipment purchased for the student will be at school during school holidays, and during summer vacation. Individual requests for exceptions will be determined by the school principal in consultation with the Superintendent of Education and the Special Education Administrator.
4. Scanners and printers generally are not portable and moving them between school and home is not recommended. Students will have to make arrangements to scan materials and to print at school.
5. Computer equipment and software is purchased and formatted to allow the student to benefit from the recommendations made by a qualified practitioner. The Information Technology Department at DSB1 ensures the equipment is compatible with the board's technology. Limiting the possibility of infecting the board's system with computer viruses is a priority. Therefore,
 - Tampering with the existing set-up of the system is not permitted. Failure to comply with this may result in the immediate cancellation of home use privileges.
 - Software not approved by and/or purchased by the school board is not permitted.
 - Installing any other software without permission of the principal will result in the immediate cancellation of home use privileges.
6. By accepting this equipment for use at home, the student and parent(s)/guardian(s) accept the DSB1 rules governing the use of computer equipment. Please contact the principal if you have any questions about the appropriate use of this equipment.
7. Parent(s)/Guardian(s) should give careful consideration to the safety of their child taking valuable equipment to and from school.
8. The Ministry of Education does not provide funding for lost, damaged or stolen special education equipment. It is the responsibility of the parent(s)/guardian(s)/student over the age of 18 to replace lost or stolen equipment and repair any damaged equipment they have borrowed from DSB1.

APPENDIX G

ASSUMPTION OF RESPONSIBILITY OF BORROWED PERSONALIZED SPECIAL EDUCATION EQUIPMENT

I, _____, principal of _____
 (Name of principal) (School)

authorize the following equipment:
Equipment Serial #

to be taken home by _____ for the completion of assignments
 (Name of student)

necessary to meet the expectations of the Ontario Curriculum or alternative expectations.

Note: Equipment is only to be taken home in July and August where the student requires the equipment for summer school programs provided by District School Board Ontario North East.

 (Signature of principal) (Date)

I, _____, of _____
 (Name – Please print) (Address)

 Telephone: _____

Am taking full responsibility for the safe keeping of the follow District School Board Ontario North East equipment:

Identity – Make, Model and Serial Number	Value

I fully understand and accept responsibility for the security and safe keeping of the listed equipment while in my possession off board premises. I have read and accept the information given in the document Information about Borrowing Personalized Special Education Equipment. I agree to indemnify and hold harmless District School Board Ontario North East, and agree to return the equipment in the same condition as I received it, by

Signature of Borrower: _____ Date: _____

Signature of Guardian: _____ Return Date: _____

Place one copy in OSR and forward one copy to Special Education Administrator.

APPENDIX H

PARENTAL CONSENT FOR RELEASE OF EQUIPMENT

Date: _____

Student Name/Information: _____

Dear Parent(s) / Guardian(s),

As you are aware, through Special Education Amount (SEA) Ministry of Education funding, _____(student's name) received the specialized equipment listed below to support his/her learning. Through previous ongoing correspondence, the school team has emphasized the importance of using the equipment effectively and on a regular basis. We have set goals and objectives to encourage _____(student's name) to take full advantage of using his/her equipment to access the curriculum.

Despite strategies to support the use of this equipment, _____(student's name) has not made regular and effective use of this equipment. He/She clearly indicated that he/she is not willing to use the equipment. After consultation with the student, parents and school, it is recommended that _____(student's name) equipment be removed and reassigned within District School Board Ontario North East.

Support will continue to be offered through the Instructional Services Department as outlined in _____(student's name) Individual Education Plan.

Please sign below to indicate your agreement with the removal and reassignment of _____(student's name) equipment. Retain a copy for your records and return one copy to the school to be given to the SEA coordinator.

We agree to the removal and reassignment of _____(student's name) Specialized Equipment as listed below:

Equipment	Serial Number

Student's Signature: _____

Date: _____

Parent/Guardian's Signature: _____

Date: _____

Principal's Signature: _____

Date: _____