Houghton Primary School

Working hard to achieve our best

Assistive Technology Policy

Date reviewed and adopted:	July 2025
Reviewed and adopted by:	Full Governing Body
Chair of governors	Briony Rice
Headteacher	Andrew Spencer
Date of next review:	Summer 2027

Introduction

This Assistive Technology policy was written and implemented in 2025 and drafted in consultation with staff, governors, pupils and parents of Houghton Primary school.

The purpose of this policy is to provide guidance around the use of Assistive Technology (AT) at home and in school. Assisted Technology may mean any device that is considered essential for pupils who have been diagnosed as;

- Having a physical disability
- And/ or sensory or communicative disability to the extent where their communication through speech or writing is materially curtailed
- Where it is clear that existing equipment in school is insufficient to meet the child's needs in accessing the curriculum.

  OR any device that is purchased by a parent or carer, following a professional recommendation, to be used to support a child's learning.

Any equipment purchased by the school under the Department of Education Guidelines will remain the property of the school and should normally be kept in school. However, in certain circumstances, where it is agreed the pupil could benefit from the use of the equipment at home, exceptions may be made by the Senior Leadership team.

The purpose of this policy is to provide guidelines for the use of any specialist equipment and should be read in conjunction with the schools Acceptable Use policy, Safeguarding and Child Protection policy and Anti Bullying policy.

Who can use Assistive Technology?

Student access to AT will be considered and decided upon if a student has a recommendation for AT in a professional report.

Terms and Conditions

The following sets out the Terms and Conditions, as well as the procedure for home use of school owned devices.

1. The device remains the property of Houghton Primary School.

2. The device will be used solely by the designated pupil and not transferred to a third party.
3. The parent/carer will remind the child to look after the device and oversee this happens. This includes;
    - During the transportation of the device between home and school.
    - Ensuring the device is not left unattended in a public space.
    - All devices must be unplugged from sockets after use and stored, with their charge cables, if applicable, safely and securely.
    - It must not be left in plain view in a vehicle, but stored securely in the boot.
    - It must not be used or tampered with by a third party.
4. The device will be solely used to assist with school related activities. Only school approved programmes, websites and applications may be used.
5. The device is to returned to school as agreed and in good condition, as it was when borrowed.
6. The device is covered under school insurance when on school property. When used at home, it must be covered by home insurance of the parent/ carer of the pupil it is loaned to.
7. All usage of the device, including the internet, where applicable will be monitored by parent/carer to ensure appropriate use.
8. All devices borrowed are to be used lawfully, responsibly and in line with our Acceptable Use policy.
9. The following are deemed as completely unacceptable and will result in the equipment being reclaimed;
    - Engaging in plagiarism.
    - Engaging in cyber- bullying.
    - Accessing pornographic content.
    - Downloading or loading software which is not agreed by the school.
10. All faults with the equipment will be reported to the Head Teacher or class teacher, who will inform the member of staff with responsibility for its service and upkeep.
11. Any repairs necessary due to damage out of school will be arranged by school for payment by the parent/ carer.
12. If the device is lost, damaged or stolen, school will be notified straight away.
13. Failure to follow the above terms and conditions may result in revoking the agreement.

Parent/ Carer purchased devices

In limited circumstances, children may be permitted to bring devices, bought by parents, to enhance their learning at school, following on from recommendations by professionals. In such circumstances, the equipment remains the property of the parent/ carer and will be administered by agreement with the school and home.

Children will also be permitted to use a mobile device for the purpose of tracking blood glucose levels following communication with parents and training from NHS.

Assistive Technology does not include mobile phones for general use, TV, internet connection or phone connectivity charges.