



MINISTRY OF EDUCATION, SPECIAL EDUCATION

# Assistive Technology Fact Sheet - Information for 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 must:

- **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**
- ensure that the technology is used for the intended purpose by the student it is allocated for
- take responsibility for ensuring the safekeeping of all technology items including original software, manuals and accessories etc. (as documented in the management plan where applicable)
  - take responsibility for repair, maintenance and insurance of the technology (please refer to the [Insurance & Repairs Fact Sheet](#) for details of financial responsibilities in case of theft, loss or damage).
  - contact the local GSE office for advice if extensive and/or expensive repairs are necessary
- 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 the Microsoft Office and virus software
- **review** allocated Assistive Technology at 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](#) to the Ministry of Education at that time
- advise the local Ministry of Education, Special Education 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 to the Ministry of Education, Special 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, it is to be returned to the Ministry of Education (contact the local Technology Co-ordinator).

For more information refer to the Ministry of Education website: [www.minedu.govt.nz](http://www.minedu.govt.nz) - keywords: Assistive Technology

***If you have any queries please make direct contact with your District Assistive Technology Coordinator at your local Ministry of Education, Special Education office.***