

PROCEDURES FOR OUTSIDE USE OF EDUCATIONAL MATERIALS AND ASSISTIVE TECHNOLOGY

As required by certain student's Individual Education Plan ("IEP"), the Plattsburgh City School District ("the District") provides educational materials and assistive technology to students for use off of district property. Such educational materials and assistive technology remain property of the district at all times, and must be returned to the district when any student is no longer enrolled as a student in the district, or when such materials are no longer required by the student's IEP. Educational materials and assistive technology are provided solely for the use of the student, and may not be used for any purpose other than those specified on the IEP.

Included in this policy is the district's policy regarding repair of assistive technology devices. If you are issued any assistive technology devices, please familiarize yourself with this policy, and consult it if any repairs or maintenance are needed.

Repair of Assistive Technology Devices

The Board of Education recognizes the district's responsibility to provide for the repair of assistive technology devices listed on a student's Individualized Education Program (IEP). To ensure that the repair of equipment is completed in a timely manner, the procedures listed below will be followed:

1. The Special education office will maintain service contracts on equipment specified as assistive technology on students' IEPs.
2. The CSE Chairperson will designate a person responsible for monitoring and arranging for the repair of equipment being used by individual students.
3. Equipment will be shipped for repair in the most expedient manner available to prevent unnecessary interruption of service to the student.
4. Equipment shipped for repair will be logged in through the Special Education Office in order to monitor return to an appropriate site.
5. To provide for necessary repairs that may arise during vacation periods, parents of students who are using equipment at home that is owned by the district will be provided with information regarding procedures to follow to obtain needed repairs.
6. Parents or guardians of students utilizing assistive technology equipment will be given a copy of this policy, together with the " 4321.15-E Special Education Assistive Technology Procedures for Borrowing Resources."

Adoption date: March 23, 2006

Revised: October 8, 2009