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**Subject** **PERSONALIZED EQUIPMENT FOR USE BY STUDENTS WITH SPECIAL EDUCATION NEEDS**

**References** [Accessibility for Ontarians with Disabilities Act \(AODA\) Education Act](#)  
[Special Education Funding Guidelines: Special Equipment Amount Individual Education Plan \(IEP\): A Resource Guide 2004](#)  
[APM A1300 – Information and Computing Technology - Appropriate Use Guidelines for Students](#)

**Contact** Student Services – Special Education

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## 1. Purpose

The purpose of this Administrative Procedures Memorandum (APM) is to provide direction and support to school administrators and educators with regards to the access and use of assistive technology and other equipment by students with special education needs. This includes Special Equipment Amount (SEA) equipment purchased by the Simcoe County District School Board (SCDSB) for use by students.

## 2. Definitions

- 2.1 **Assistive Technology (AT)** – A range of specialized technology that is used by people with and without disabilities to adapt how specific tasks can be performed. These include:
- 2.1.1 low-tech and medium-tech AT (e.g., pencil grips, planners, highlighters, sensory equipment, magnifiers, digital books and recorders, adapted peripherals and calculators, etc.); and,
  - 2.1.2 high-tech AT is associated with computer technology, either hardware or software (e.g., text-to-speech software, word prediction software, speech-to-text software, screen readers, switches, on-screen keyboards, etc.).
- 2.2 **Accessibility for Ontarians with Disabilities Act (AODA)** – Its purpose is to develop and enforce accessibility standards in the public and private sectors of Ontario, including education. The AODA legislates that educational institutions and its employees know how to produce accessible or conversion ready versions of textbooks and printed material.
- 2.3 **Bring Your Own Device (BYOD)** – A SCDSB initiative that promotes students using non-board and non-SEA technology devices, such as laptops, tablets, smart phones, etc., at school for instructional purposes. Some students with special education needs may prefer to bring their own device to school for curriculum tasks rather than to use school or SEA equipment.

- 2.4 **Networked software** – A number of AT programs are available on the SCDSB elementary and secondary networks. In many cases, these software programs are licensed by the Ministry of Education. These programs can be accessed by students using a school computer where the special education resource teacher (SERT) or regular classroom teacher (RCT) believes this could be beneficial to the student when accessing the curriculum.
- 2.5 **Qualified Professional**
- 2.5.1 The following list of qualified professionals who are members of their relevant governing colleges are recognized to conduct assessments to determine a student's needs, and to recognize appropriate equipment supports:
- 2.5.1.1 psychologist or psychological associate;
  - 2.5.1.2 physician;
  - 2.5.1.3 audiologist;
  - 2.5.1.4 speech and language pathologist;
  - 2.5.1.5 augmentative communication therapist;
  - 2.5.1.6 optometrist/ophthalmologist;
  - 2.5.1.7 occupational therapist; and,
  - 2.5.1.8 physiotherapist.
- 2.6 **Special Equipment Amount (SEA)** – Equipment provided to students with accommodations that are directly required and essential to access the Ontario Curriculum and/or a board-determined alternative program and/or course and/or to attend school. SEA equipment includes, but is not limited to, computers, software, computing related devices, as well as non-computer based equipment such as sensory support, hearing support, vision support (including vision support equipment that has a computer interface and is required by a student when the primary function of the equipment is to address the vision support needs of the student), personal care support, and physical assists support equipment.
- 2.7 **Special Education Funding Guidelines – SEA** – Funding provided by the Ministry of Education to assist with the costs of SEA equipment essential to support students with special education needs, where the specific equipment is recommended by a qualified professional.
- 2.8 **SEA Claim** – The application process to determine the eligibility of a school's request to order personalized equipment recommended by a qualified professional to support students with special education needs. The equipment may include computers, software, computing related devices, and/or specific furniture that is required for a student to access the Ontario Curriculum.
- 2.9 **SEA Claims-based Amount** – SEA claims for non-computer based equipment fall under the claims-based portion of total SEA funding. This covers equipment such as sensory equipment, hearing support equipment, vision support equipment, personal care support, and physical assists support. The SCDSB is responsible for the first \$800 in cost for any student per year. This type of equipment is typically recommended by non-SCDSB staff, such as occupational therapists, physiotherapists, audiologists, etc.

- 2.10 **SEA Per Pupil Amount** – The board receives a SEA Per Pupil Amount for purchases of all computers, software, computing related devices, and required supporting furniture for use by students with special education needs, as well as all training and technician costs. This type of equipment is typically recommended by psychologists and speech and language pathologists, among others. These may be SCDSB staff, or qualified professionals in private or community practice. Recommendations for Frequency Modulation (FM) systems for students are only accepted from audiologists and must be accompanied by a recent audiogram.

### **3. Background**

- 3.1 Some students with special education needs require specialized equipment to access the curriculum or to attend school. Other students may find this equipment to be beneficial, although not essential. Schools and school boards have a responsibility to provide students with access to a variety of specialized equipment, based upon individual student areas of strength and needs and recommendations from qualified professionals.
- 3.2 Specialized equipment can also be made available to students who do not have a recommendation for SEA equipment. This can be through AT on school networks, the sharing of equipment in place at a school, and the facilitation of the use of family-owned equipment at school, where that is the choice of the family and student.

### **4. Responsibilities**

#### **4.1 SCDSB Responsibilities**

- 4.1.1 The SCDSB has the responsibility to ensure that procedures are in place for ordering, maintaining, managing, and disposing of SEA/school board funded equipment. This includes:
- 4.1.1.1 ensuring the equipment is functioning properly and is meeting the student's needs;
  - 4.1.1.2 replacing equipment when students outgrow the equipment or when it wears out through use;
  - 4.1.1.3 reusing equipment with another student when it is no longer required by the student for whom it was purchased;
  - 4.1.1.4 making efforts to share equipment among several students when appropriate and possible; and,
  - 4.1.1.5 the provision of training for teachers, board staff, and students.

#### **4.2 Principal Responsibilities**

- 4.2.1 It is the principal's responsibility to:
- 4.2.1.1 ensure that students are given appropriate access to specialized equipment, based upon their strengths and needs. This includes ensuring that equipment is purchased, claimed as part of the SEA process, and allowing equipment to be brought to school by students, in certain circumstances;
  - 4.2.1.2 ensure that staff are trained in the use of the equipment and are scheduled to support the student's access to the equipment, as much as is possible;

- 4.2.1.3 ensure that the equipment is used by the students for whom the equipment was claimed. Equipment, such as laptops, can also be shared with other students, where possible. iPads and other devices with single user logins are not to be shared;
- 4.2.1.4 establish and maintain a system for the safe and secure storage of equipment within the school; and,
- 4.2.1.5 ensure that the equipment is returned to the board if the student for whom the equipment was ordered no longer uses the equipment as it was intended.

#### **4.3 Teacher Responsibilities (SERT and/or RCT)**

- 4.3.1 It is the responsibility of the:
  - 4.3.1.1 SERT/RCT to document the need for specialized equipment by a student in a Strengths and Needs Committee (SNC) meeting record. Access to, and benefits of, the use of the equipment should be noted in subsequent SNC meetings;
  - 4.3.1.2 SERT to complete and submit claims for SEA equipment to the SEA coordinator(s) in a timely manner. This includes recommendations that come from qualified professionals. Claims under \$100, excluding AT, should not be submitted to the SEA coordinator(s). They should be purchased by the school using the school basic budget, after approved by the school principal;
  - 4.3.1.3 SERT/RCT to identify and communicate to the principal the need for additional training to support the use of particular equipment, including AT;
  - 4.3.1.4 SERT/RCT to ensure that the student can access the equipment as an accommodation to support learning. The specific use of the personalized equipment must be documented in the accommodations section of the student's Individual Education Plan (IEP);
  - 4.3.1.5 SERT/RCT to provide classroom materials electronically for the student to access using the personalized equipment, as per AODA legislation;
  - 4.3.1.6 SERT/RCT to store personalized equipment in the school safely and securely. Concerns regarding the necessary space for this storage should be communicated to the school principal;
  - 4.3.1.7 SERT to contact the SEA coordinator(s) when students with SEA equipment leave the school and must return the equipment that is not being used to the SEA coordinator(s). This also includes any equipment on loan to the school; and,
  - 4.3.1.8 SERT/RCT to accommodate the student with alternative accommodations (low-tech and medium-tech AT), should the student not wish to use the high-tech AT assigned to them.

#### **4.4 SEA Coordinator(s) Responsibilities**

- 4.4.1 The SEA coordinator(s) is responsible for:
  - 4.4.1.1 the bulk ordering of equipment to ensure that equipment can be delivered to schools in response to individual claims in a timely manner;
  - 4.4.1.2 the safe and secure storage of equipment when it is at the Education Centre, or any other area designated by the board;

- 4.4.1.3 maintaining an accurate and up-to-date database of all SEA equipment, the student to whom it is assigned, its current location, and active or inactive state;
- 4.4.1.4 reviewing and organizing all claims for timely review and approval by the principal(s) of special education;
- 4.4.1.5 the timely delivery of equipment to schools upon approval of claims; and,
- 4.4.1.6 tracking the use of SEA AT equipment and providing the information to the schools and principal(s) of special education, in consultation with information technology staff.

#### 4.5 **Principal(s) of Special Education Responsibilities**

- 4.5.1 It is the principal(s) of special education's responsibility to:
  - 4.5.1.1 review all SEA claims and approve those that meet the requirements, as set out in the *Ministry's Special Education Funding Guidelines: SEA*;
  - 4.5.1.2 communicate the reason for rejection of the claim to the SEA coordinator(s) when the requirements are not met;
  - 4.5.1.3 determine which items will be purchased and where substitutions for recommended equipment will be made, in consultation with family of schools' special education consultant(s), the SEA coordinator(s), and other board special education staff; and,
  - 4.5.1.4 review and make recommendations regarding the management and reassignment of existing equipment based upon the tracking reports received from the SEA coordinator(s).

#### 4.6 **Superintendent of Special Education Responsibilities**

- 4.6.1 It is the Superintendent of Special Education's responsibility to:
  - 4.6.1.1 sign off on the April deadline of the ministry's SEA Claims form certifying that the SEA claims submitted follow SEA guidelines; and,
  - 4.6.1.2 sign off on the May deadline of the ministry's SEA Per Pupil Amount form certifying that funds allocated to the board in the per pupil amount have been spent in accordance with SEA guidelines or been treated as deferred revenue.

### 5. **Steps to be Taken when Submitting a SEA Claim for Claims-based Equipment (Non-computer equipment, tablet devices, or AT software or applications)**

- 5.1 Claims-based equipment must be recommended by a qualified professional, as outlined in section 2.5.1. Trials are traditionally not required prior to the ordering of claims-based equipment, with the exception of FM systems and C-Pens. Recommendations for FM systems must be accompanied by a recent audiogram completed by a licensed audiologist demonstrating need(s), prior to being ordered.
- 5.2 When a recommendation is received from a qualified professional, it is the school's responsibility to review the recommendation to determine its necessity and viability in the school setting. School staff should consider the space required, the amount and type of current equipment, and whether the item(s) are already available in the school and can be shared.

- 5.3 If the school determines that the claim will go ahead, staff must submit the recommendation as part of the completed SEA package. This package includes a copy of the diagnosis, a copy of the recommendation, and a current IEP signed by the school principal.
- 5.4 When the equipment is shipped to the school, the SERT responsible for the student will add the items to the Personalized Equipment List on the IEP. The SEA coordinator(s) will keep a detailed list at the Education Centre in the student's file.
- 5.5 It is the school's responsibility to notify the SEA coordinator(s) if any items are damaged or missing upon delivery.

## **6. Recommendations from Qualified Professionals**

- 6.1 The qualified professionals are encouraged to write a functional assessment, which includes a description of the condition the equipment is meant to address and a functional recommendation regarding the types of equipment essential to support students with special education needs.
- 6.2 The recommendation should be written in "functional language" (i.e., student requires text-to-speech software to address student's strengths and needs), rather than specifying a brand name. A letter advising qualified professionals of these requirements is attached as APPENDIX A, Special Equipment Amount (SEA) Recommendations by a Qualified Professional.
- 6.3 The board shall consider the qualified professional's recommendations when deciding what specific program, service, equipment, and/or software to provide. The board reserves the right to decide which software version to purchase, whether to purchase a desktop/laptop or other portable device, etc., based on the student's computer abilities, strengths, needs and the school board context. This context includes the board's current ability to provide training and technical support for the equipment.

## **7. Procedure for Ordering All Types of SEA Equipment**

- 7.1 The school principal/SERT submits an online [SEA Claims – Submit Request Form](#) to the SEA coordinator(s). Claims-based requests include a copy of the IEP, a diagnosis reported by a qualified professional, and a recommendation for equipment from a qualified professional. AT requests include a copy of the IEP. A Personalized Special Equipment Amount (SEA) Application and Consent form (FORM A8530 – 1) is to be signed by the parent/guardian, or the student, if 18 years of age or older, and is retained in the Ontario Student Record (OSR).
- 7.2 The student's IEP must demonstrate the use of equipment such that:
  - 7.2.1 it connects to program and report card;
  - 7.2.2 it reflects a logical thread from assessment data to the student's areas of strength and need, accommodation, and/or program section;
  - 7.2.3 the program section provides measurable learning expectations related to the Ontario Curriculum for modified subjects/courses, and/or includes alternative skill areas as appropriate; and,

- 7.2.4 it demonstrates the student is using the equipment, and where appropriate, that the student is using the equipment for provincial testing.
- 7.3 The SEA coordinator(s) reviews the package to provide additional information, as required, and submits the completed package to the principal(s) of special education.
- 7.4 Approval of the request is given by the principal(s) of special education. If not approved, the request is returned to the SEA coordinator(s) with a rationale.
- 7.5 Equipment is documented for the Ministry of Education report and entered into the Special Education database, if applicable. Computers are fully set up at the Education Centre prior to being sent to the schools. This includes the installation of prescribed software and hardware for the individual student.
- 7.6 If computer equipment is recommended, software for this personalized equipment is installed by certified network technicians (CNT), not school staff. Other devices and applications will be managed through a central system and monitored by CNTs. All requests for installation of software or applications must be addressed through a SUPPORTdesk ticket submitted by the school principal. Copyright and license agreements exist, and compliance is required by everyone in the school board.

## **8. Equipment Transfer/Re-allocation**

- 8.1 **Student transfer from school to school within the SCDSB** – Equipment purchased for the student is transferred to the new school. It is the responsibility of the staff at the sending school to arrange for the transfer of the personalized equipment by emailing their SEA coordinator(s).
- 8.2 **Student changes school boards within the province of Ontario** – Personalized SEA equipment is the property of the SCDSB until a student registers in another board. The equipment then becomes the property of that board.
- 8.2.1 Principals must return the SEA equipment to the SEA coordinator(s) to be prepared for shipping to the new school board. Under no circumstances are students to take the equipment with them to the new school.
- 8.2.2 It is the responsibility of parent(s)/guardian(s), or the student, if 18 years of age or older, to inform the principal of the receiving school that they had SEA equipment at the previous school.
- 8.2.3 The request for the transfer of SEA equipment comes from the principal, or designate, in the new school board, to the SEA coordinator(s) in the SCDSB.
- 8.2.4 The board may consider developing agreements with neighbouring boards with respect to supplying students with board equipment rather than transferring equipment from one board to another. The SEA coordinator(s) will follow the process set out by the arrangements that have been made.
- 8.3 **Re-allocation** – The equipment remains the property of the SCDSB if a student moves to another province, private school or when a student's equipment needs have changed. Equipment is to be returned to the SEA coordinator(s). The decision to reassign surplus or under-utilized equipment lies with the principal(s) of special education.

**9. Personalized SEA Equipment Use at Home**

- 9.1 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(s)/guardian(s), or the student, if 18 years of age or older, may be approved as an accommodation to assist the student at home to access the Ontario Curriculum.
- 9.2 Parent(s)/guardian(s), or the student, if 18 years of age or older, should investigate whether the equipment they are requesting to borrow can be purchased under the Assistive Devices Program (ADP) for home use.
- 9.3 Parent(s)/guardian(s), or the student, if 18 years of age or older, wishing to use the SEA equipment at home will contact the school principal.
- 9.4 Principals will provide the parent(s)/guardian(s), or the student, if 18 years of age or older, with a copy of the Assumption of Responsibility for Borrowed Personalized Special Equipment Amount (SEA) (APPENDIX B). Before equipment is released to parent(s)/guardian(s), or the student, if 18 years of age or older, for use at home, they must agree to assume responsibility for the equipment and agree to the terms as outlined in the form, Assumption of Responsibility for Borrowed Personalized Special Education Equipment (SEA) form (FORM A8530 – 2). A copy of this form should be kept in the student's OSR.
- 9.5 The principal reviews the request with school staff and decides as to home use and communicates this to the parent(s)/guardian(s), or the student, if 18 years of age or older.
- 9.6 It is expected that personalized equipment purchased for the student's use will be at the school during the school day, during extended school holidays, and during summer vacation. Equipment is only to be taken home in July or August where the student requires the equipment for summer learning programs provided by the SCDSB. Individual requests for exceptions will be determined by the school principal in consultation with the principal(s) of special education.

**10. Appropriate Use Guidelines**

- 10.1 Computer equipment and software is purchased and formatted to allow the student to benefit from the recommendations made by a qualified professional. The Information Technology Department at the SCDSB ensures the equipment is compatible with the board's technology and confidentiality/privacy policies. Limiting the possibility of infecting the board's system with computer viruses and ensuring the student uses the technology appropriately are priorities of the board; therefore,
  - 10.1.1 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 and/or restricted access to the equipment at school;
  - 10.1.2 software and applications not approved by and/or purchased by the school board are not permitted;
  - 10.1.3 installing any other software will result in the immediate cancellation of home use privileges;



10.1.4 SEA equipment is provided to allow the student to access the Ontario Curriculum. Any other use is not acceptable. All students of the SCDSB are governed by the policies and procedures of the board, including those that pertain to the safe use of the internet and appropriate conduct, as per APM A1300 – Information and Computing Technology - Appropriate Use Guidelines for Students. By accepting this equipment for use at home, the student and parent(s)/guardian(s), or the student, if 18 years of age or older, accept the SCDSB rules governing the use of computer equipment; and,

10.1.5 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.

10.2 The parent(s)/guardian(s), or the student, if 18 years of age or older, 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.

## **11. Personalized SEA Equipment Use in Other School Related Settings**

11.1 **Co-operative Education (Co-op)/Ontario Youth Apprenticeship Program (OYAP)** – School staff should review both the type of accommodation provided by the SEA equipment, as well as the required tasks in the Co-op/OYAP setting, when determining whether the SEA equipment should be used in that setting. For example, if the equipment is primarily used as an accommodation to support written expression and the workplace tasks include a writing component, then the SEA equipment may be used in the Co-op/OYAP setting. The goals related to use of SEA equipment to enhance learning should be included in the student's Personalized Placement Learning Plan (PPLP).

11.2 **Dual Credit Program** – Students in Dual Credit programs who have SEA equipment should follow the process for taking the equipment home (section 9) as they will require these accommodations in their day and night school programs.

11.3 **Supervised Alternative Learning (SAL)/Educational Outreach** – Students who are in a SAL or Outreach placement who have existing SEA equipment will complete most of their course work at home; therefore, the process for SEA Equipment Use at Home (section 9) should be followed.

11.4 **International Exchange Program** – Students who participate in the international exchange and remain registered, will have access to SEA equipment.

11.5 **Simcoe Shores Secondary School Program** – Students who transfer to an Alternative Secondary School placement should have access to their SEA equipment in that setting.

11.6 **Right Turn Lengthy Suspension and Expulsion Program** – Students who transfer to the Right Turn Lengthy Suspension Program should continue to have access to their SEA equipment in that setting.

**12. Storage, Management and Maintenance of Equipment**

- 12.1 SEA equipment and equipment purchased by the school for use by students with special education needs are physical assets of the board, which the board has a responsibility to protect, maintain, and manage as a public resource.
- 12.2 The SEA coordinator(s), in combination with information technology staff, tracks the location and use of SEA AT equipment. Based upon this tracking, the principal(s) of special education may determine that existing and unused equipment in certain schools is to be reassigned, in place of the delivery of new equipment.
- 12.3 Personalized equipment is to be stored safely and securely. Central special education staff and the SEA coordinator(s) will work with schools to provide support and equipment that enables this storage.

**13. Release of Equipment**

- 13.1 Personalized equipment is provided as an accommodation for a disability that affects a student's ability to access the Ontario Curriculum and/or a board-determined alternative program and/or course and/or to attend school.
- 13.2 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 by the SEA computer software technician (CST). Schools can also request the services of central special education staff to provide support for AT.
- 13.3 Despite these supports, some students may show reluctance to use the equipment, and in some cases, refuse to use it for any school related tasks. In such cases, the school should employ strategies to assist the student to find value in using the software. This may include seeking further support from school and board staff.
  - 13.3.1 When the student continues to state that they are unwilling to use the equipment, the school can discuss the option of removing and reassigning the equipment within the SCDSB. If the school, the student, and the parent(s)/guardian(s), or the student, if 18 years of age or older, agree with this option, the Consent for Release of Equipment form (FORM A8530 – 3) should be completed and one copy retained in the student's OSR.
  - 13.3.2 The steps taken to support the student's use of technology, in addition to the decision to release the equipment, should be documented in a SNC record.
  - 13.3.3 The school staff will revise the student's IEP with alternative accommodations (low-tech and medium-tech AT) to replace the use of the high-tech AT. This too, will be documented in a SNC record.

**14. Updating, Upgrading or Change of Equipment**

14.1 Personalized equipment can be upgraded through the SEA process. This may be necessary when the student's circumstances have changed, (i.e., when the equipment is older and can no longer effectively support the student with the required software).

14.2 A request to change equipment from one device to another, should be made at a natural point in transition such as, when the student is transitioning from elementary to secondary school.

In these cases, the schools should submit the Special Equipment Amount (SEA) Request for Update, Upgrade or Change of Equipment Form (FORM A8530 – 4) noting the reasons why an update, upgrade or change of equipment is needed, along with a current IEP.

14.3 The SEA coordinator(s) will review the request and will pass it along to the principal(s) of special education, who will approve the request. If not approved, the request is returned to the SEA coordinator(s) with a rationale.

**15. Stolen or Lost Equipment**

15.1 In a case where equipment cannot be located, the school should contact the police after making all reasonable efforts to locate it.

15.2 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 principal(s) of special education. The principal(s) of special education will contact the Information Technology Department to arrange a replacement for the equipment.

15.3 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.

**16. Returning Equipment**

16.1 When a student no longer requires the SEA equipment that was assigned to them, schools should contact the SEA coordinator(s).

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***Issued under the authority of the Director of Education***

**Special Equipment Amount (SEA) Recommendations by a Qualified Professional**

Please review this letter prior to writing a recommendation for equipment for a student as part of a SEA claim.

The Ministry of Education has established guidelines for the recommendation of equipment as part of the SEA process. The [Special Education Funding Guidelines: Special Equipment Amount \(SEA\)](#) is released annually and posted on their website.

When recommending equipment, the appropriately qualified professional should include a description of the condition that the equipment is meant to address. The recommendation should be written in “functional language” and should state the types of equipment the student requires to address their strengths and needs. Rather than specifying a brand name, the professional is encouraged to outline the function of the equipment (i.e., student requires text-to-speech software).

The board shall consider the qualified professional recommendations when deciding what specific program, service, equipment, and/or software to provide. For example, the board will decide: which software version to purchase, whether to purchase a desktop/laptop/or other portable device, etc., based on the student’s computer abilities, strengths, needs, and the school/board context. Where the recommendation does not include the components outlined above, the Simcoe County District School Board may not process the claim.

Reminder: assessments and all other documentation used in support of SEA equipment purchases, and the effective use of that equipment by the student and/or staff, are subject to review, approval, and audit by the Ministry.

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**Assumption of Responsibility for Borrowed Personalized Special Equipment Amount (SEA)**

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, if 18 years of age or older, may be approved as an accommodation to assist the student at home to access the Ontario Curriculum.

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

If parent(s)/guardian(s), or student, if 18 years of age or older, request to borrow the equipment for the purpose of completing schoolwork at home, they must agree to the following:

1. Parent(s)/guardian(s), or student, if 18 years of age or older, 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's use will be at school during the school day, during extended school holidays, and during summer vacation. Individual requests for exceptions will be determined by the school principal in consultation with the principal(s) of special education.
4. Scanners, printers, and desktop computers are generally not portable, and moving them between school and home is not recommended.
5. Computer equipment and software is purchased and formatted to allow the student to benefit from the recommendations made by a qualified professional. The SCDSB Information Technology Department ensures the equipment is compatible with the board's technology. Limiting the possibility of infecting the board's system with computer viruses and ensuring the student uses the technology appropriately are 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 and/or restricted access to the equipment at school;
  - software and applications not approved by and/or purchased by the school board are not permitted;
  - installing any other software without permission of the principal will result in the immediate cancellation of home use privileges;
  - SEA equipment is provided to allow the student to access the Ontario Curriculum. Any other use is not acceptable; and,
  - 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.
6. By accepting this equipment for use at home, the student and parent(s)/guardian(s), or the student, if 18 years of age or older, accept the SCDSB rules governing the use of computer equipment. SCDSB reserves the right to install tracking software on the equipment, to locate the equipment when necessary. Please contact the school principal if you have any questions about the appropriate use of this equipment.
7. Parent(s)/guardian(s), or the student, if 18 years of age or older, should give careful consideration to the safety of the student 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), or the student, if 18 years of age or older, to replace lost or stolen equipment, and repair any damaged equipment they have borrowed from the SCDSB.

**Personalized Special Equipment Amount (SEA) Application and Consent**

An equipment recommendation has been made on behalf of you/your child. The Ministry of Education SEA guidelines provide funding to school boards to assist with the costs of equipment essential to support students with special education needs, where the need for specific equipment is recommended by a qualified professional. This equipment is to provide students with accommodations that are directly required and essential to access the Ontario Curriculum and/or a board-determined alternative program and/or course and/or to attend school.

A SEA application is being made for:

Name	School	DOB
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To process this application, the following documentation will be shared with board staff and the Ministry of Education, in accordance with the Ministry of Education SEA guidelines:

- i. a completed equipment recommendation from a qualified professional;
- ii. a diagnosis of the condition the equipment is meant to address; and,
- iii. a current copy of the Individual Education Plan (IEP).

Please note, where assistive technology (AT) is approved, board staff shall provide support services for the student's SEA equipment.

**Consent**

I hereby give my permission for the submission of an application for SEA equipment, as outlined in the equipment recommendation and this application.

\_\_\_\_\_  
Parent/Guardian, or Student, if 18 years of age or older, Name (please print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Principal Name (please print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Personal information collected on this form is collected by the Simcoe County District School Board under the authority of the *Education Act* in accordance with the *Municipal Freedom of Information and Protection of Privacy Act*. Information collected will be used to assess the student's personalized equipment needs. Questions about this collection should be directed to the school principal or the Simcoe County District School Boards, Corporate Risk Officer – Privacy, Records and Information Management at (705) 734-6363.

Copies: Ontario Student Record (OSR), parent(s)/guardian(s), or student, if 18 years of age or older

**Assumption of Responsibility for Borrowed Personalized  
Special Equipment Amount (SEA)**

I \_\_\_\_\_, principal of \_\_\_\_\_ authorize the following equipment:  
(name of principal) (name of school)

**Equipment Serial #**

to be taken home by \_\_\_\_\_ (name of student) for the completion of assignments 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 learning programs provided by the Simcoe County District School Board.

\_\_\_\_\_  
Signature of principal

\_\_\_\_\_  
Date

I \_\_\_\_\_ of \_\_\_\_\_  
Parent/guardian, or student, if 18 years of age or older (Please print) Address (Please print)

\_\_\_\_\_  
Telephone \_\_\_\_\_

am taking full responsibility for the safe keeping of the following Simcoe County District School Board equipment:

**Identify – make, model, serial number and value (i.e., Approximately \$700/Chromebook and \$1500/Laptop)**

\_\_\_\_\_  
\$ \_\_\_\_\_  
\_\_\_\_\_  
\$ \_\_\_\_\_  
\_\_\_\_\_  
\$ \_\_\_\_\_

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 Assumption of Responsibility for Borrowed Personalized Special Equipment Amount (SEA) (APPENDIX B). I agree to indemnify and hold harmless the Simcoe County District School Board, and agree to return the equipment in the same condition as I received it.

\_\_\_\_\_  
Signature of borrower

\_\_\_\_\_  
Date

Return Date: \_\_\_\_\_

**Consent for Release of Equipment**

Date: \_\_\_\_\_

Student Name/Information: \_\_\_\_\_

Dear Parent(s)/Guardian(s), or Student, if 18 years of age or older,

As you are aware, through Special Equipment Amount (SEA) Ministry of Education funding, \_\_\_\_\_ (*student's name*) received the specialized equipment listed below to support their learning. Through previous on-going 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 their 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. The student clearly indicated that they are not willing to use the equipment. After consultation with the student, parent(s)/guardian(s), or the student, if 18 years of age or older, and school, it is recommended that \_\_\_\_\_ (*student's name*) equipment be removed and reassigned within the Simcoe County District School Board.

Support will continue to be offered through the Special Education 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(s).

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

Equipment:	Serial #	
	Serial #	
	Serial #	
	Serial #	

Student's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Parent/Guardian, or the student,  
if 18 years of age or older, Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Principal's Signature: \_\_\_\_\_

Date: \_\_\_\_\_



**Special Equipment Amount (SEA) Request**  
**for Update, Upgrade or Change of Equipment Form**  
Email to SEA coordinator

Student: \_\_\_\_\_

Grade: \_\_\_\_\_

School: \_\_\_\_\_

Date Equipment Issued: \_\_\_\_\_

SERT/Teacher Contact: \_\_\_\_\_

Equipment being returned (include model numbers and peripherals):  
\_\_\_\_\_  
\_\_\_\_\_

Parent(s)/Guardian(s), or the student, if 18 years of age or older, have been notified of this request.

Reason for update/upgrade/change of equipment (check all that apply):

Equipment not working properly or no longer supported/off warranty

Student needs have changed (attach new assessment)

Other: \_\_\_\_\_

The default is a CHROMEBOOK. If you are requesting a laptop/other equipment, please specify and provide the reason below. If there is a SUPPORTdesk ticket associated with this request, please include the ticket number:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Principal's Signature

\_\_\_\_\_  
Date