



ALGONQUIN AND LAKESHORE CATHOLIC DISTRICT SCHOOL BOARD

STUDENT SERVICES DEPARTMENT

SEA (Special Equipment Amount) CLAIMS PROTOCOL (Revised November 28, 2006)

Submissions, Equipment Delivery and Installation,
Monitoring and Maintenance

Important Documentation:

The SEA Summary Sheet; the "Assumption of Responsibility" form; assessments and supporting documentation must be placed in the documentation section of the OSR.

Submissions:

A SEA Claim can be submitted for any student who requires a total expenditure on equipment (specified below) including freight and taxes that will exceed \$800.00 for the school year. The SEA Claim process includes the following:

1. School staff will send an assessment from a qualified professional to the Coordinator, Student Services for review. This assessment must indicate that the piece of equipment or device is ESSENTIAL for the student in order to access the curriculum, and/or the disability that this device will help to ameliorate.
2. The Coordinator, Student Services will review the assessment, discuss with school staff (if necessary) and review the IEP to be sure that the need for the equipment is specified.
3. The Coordinator, Student Services will, upon approval, give the assessment to the Secretary, Student Services for processing.

Computer Equipment Ordering, Delivery and Installation:

1. All approved SEA Claims will be processed in the order that they are given to the Secretary, Student Services.
2. Equipment will be ordered and processed by the Secretary, Student Services. The Secretary inputs the collection of equipment on the "Equipment Summary" Sheet. Once the order is complete, it will be shipped to Soft-where to Learn for imaging and software installation.



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Computer Equipment Delivery:

1. The SEA Technician will notify the SERT to ensure that appropriate space, power access etc., is arranged before the technician brings equipment to the school. An appointment for delivery will be arranged.
2. Special Education Resource Teacher (SERT) / SEA Technician will set up equipment and verify that all items have been received by the school. This will be indicated on the SEA Equipment Summary form.
3. The SERT will add the equipment to the "Specialized Instructional Equipment" section of the IEP and indicate that this has been completed.
4. SERT will summarize training sessions on the form.
5. One copy of the form will be faxed to Student Services (354-9850) and one copy will be stored in the Ontario School Record (OSR) document file.

Computer Equipment Monitoring and Maintenance:

The computer equipment belongs to the Algonquin and Lakeshore Catholic District School Board. The principal is responsible to ensure the school monitors all pieces of equipment to ensure that the student who it was prescribed for is using it on an ongoing basis. Ministry of Education auditors must find all equipment at the school functioning properly with the student it was prescribed for. All equipment should be kept at the school at all times with the following exceptions.

1. Students and parents/guardians who sign the "Assumption of Responsibility" form will be permitted to bring his/her laptop to and from school on a **daily** basis to complete homework assignments. The laptop must **not** be kept at home for an extended period of time.
2. If a student has a laptop and has registered in a summer school course, the laptop can be signed out through the Special Education Resource Teacher at his/her school. The student must return the laptop to his/her school at the end of the summer school session.
3. All computer equipment when not in use, **MUST** be kept at the school in a place designated by the school team. CD software disks will be kept by the SEA Technician.



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4. Equipment problems must be reported by email to sea.east@alcdsb.on.ca or sea.west@alcsb.on.ca. Please ensure that you include the following information in your email:
 - A. Submitter's Name (SERT)
 - B. Contact Person at school if not SERT
 - C. School
 - D. Name of student SEA computer belongs to
 - E. Where computer is located at School
 - F. Detailed message indicating why you need assistance. Please be as specific as possible. For example: I have just received John Doe's new SEA desktop computer in the courier and I need assistance hooking up the cables and would like a quick overview of how to operate the computer and where to find programs stored on the computer.

**** Please note that the IT technician is not responsible for Software training. We hire an instructor who will provide software instructional sessions. The role of the IT technician is to assist school staff with all technical aspects of how the system's components are operating. ****

5. The SEA Technician will monitor equipment and update as required.
6. If you are directed to ship any equipment to Student Services, please be sure to package equipment carefully, label it with school name and include in the box a description of the reason why the equipment is being shipped and the name of the student that it belongs to.

FM System/Other Miscellaneous Equipment - Ordering, Delivery and Installation

1. Ordering and processing of this equipment will be arranged by the Secretary, Student Services. The Secretary inputs the collection of equipment on the "Equipment Summary" Sheet.
2. In the case of FM systems, the Special Education Resource Teacher will be notified by the Secretary, Student Services regarding installation and set up and in-servicing.
3. In the case of change tables or other equipment (e.g. computer chairs, desks, sensory equipment, etc.), the individual situations vary. Large pieces of equipment will be shipped directly to schools from the vendor and smaller items by Student Services.

151 Dairy Avenue	Telephone: (613) 354-2255	http://www.alcdsb.on.ca
Napanee, Ontario	Automated Attendant: (613) 354-6257	info@alcdsb.on.ca
K7R 4B2	Toll Free Telephone: 1-800-581-1116	
	Student Services Fax: (613) 354-9850	



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FM System/Other Miscellaneous Equipment – Monitoring and Maintenance

The equipment belongs to the Algonquin and Lakeshore Catholic District School Board. The principal is responsible to ensure that specific schools monitor all pieces of equipment to ensure that the student who it was prescribed for is using it on an ongoing basis. To this end:

1. FM system/Other Equipment difficulties should be reported to Secretary, Student Services at ext. 470.
2. If you are directed by the Secretary, Student Services to ship any equipment to Student Services, please be sure to package equipment carefully, label it with school name and include in the box a description of the reason why the equipment is being shipped and the name of the student that it belongs to.

MOVEMENT OF SEA EQUIPMENT AS A RESULT OF STUDENT TRANSFER

To: Out of Province, Private School, Home Schooling, Graduation

1. Principal or designate must contact the Co-ordinator, Student Services to discuss how/where the equipment may be used in the Algonquin and Lakeshore Catholic District School Board.
2. Movement of equipment will be recorded on the "SEA Equipment Summary" form. A hard copy of this form will be placed in the Ontario School Record (OSR).

To: Another School Board in Ontario

1. Principal or designate must contact the Coordinator, Student Services.
2. The Secretary, Student Services contacts the receiving District School Board to confirm enrolment and discuss how the receiving board is going to pay for shipping of equipment.
3. The Secretary, Student Services informs the school that is sending the equipment of the shipping process.
4. The Secretary, Student Services contacts the receiving district school board to confirm equipment has arrived.
5. The school updates the form to indicate the transfer of equipment.
6. A copy of the SEA Equipment Summary form is placed in the OSR.

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To: Another School in Algonquin and Lakeshore Catholic District School Board

1. Principal or designate must contact the Coordinator, Student Services.
2. The Principal or designate must contact the receiving school Principal or designate.
3. Arrangements are made between schools to ship equipment via board courier.
4. Issues/concerns regarding shipping or movement should be directed to the Coordinator, Student Services.
5. An updated SEA Equipment Summary form should be sent by the "sending" school with the equipment with a revised copy placed in the OSR.
6. If a student is moving to another school for September, please make arrangements in June so that equipment is available for the start of the new school year.

From: Another School Board in Ontario

1. Principal or designate must contact the Coordinator, Student Services about the existence of SEA equipment for an incoming student (This information might be found in the OSR, shared by parents, etc.).
2. The Secretary, Student Services will contact the sending school to arrange for shipping. The ALCDSB pays for shipping costs as the receiving board.
3. The Secretary, Student Services notifies the receiving school of the shipping process.
4. Principal or designate contacts the Secretary, Student Services to confirm arrival of equipment.
5. School designate will add the student and equipment to the form as a new record.
6. If there is no itemized list (SEA Equipment Summary form) in the OSR or with the equipment, please contact the Secretary, Student Services at extension 470.

SEA Claims – Equipment Policy

1. Equipment purchased by the ALCDSB and assigned to an individual student may be shared with other students for whom the equipment is appropriate and necessary.

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ASSUMPTION OF RESPONSIBILITY

(Valid only for the current school year)

SEA Equipment Temporarily Removed from Algonquin and Lakeshore Catholic District School Board Property

Student: _____ School: _____

School Year: _____

I, (Parent/Guardian [Student, if 18 years of age or older]) _____
am taking full responsibility for the safe keeping of the following equipment (i.e., personalized laptop), that is assigned by the Student Services Department to the student named above.

Personalized Laptop: (Make, Model, Serial/Licence Number)

_____ Value: _____

I fully understand and accept responsibility for the security and safe keeping of the listed equipment while in my possession off the premises of the Algonquin and Lakeshore Catholic District School Board. I agree to indemnify and hold harmless the Algonquin and Lakeshore Catholic District School Board for any claims, and/or loss and /or damage arising out of my use of the equipment while it is in my possession, off Board premises. I understand that as part of the privilege of taking this equipment home is the responsibility to use it only for school-related purposes. Therefore, I will not download any files that are not directly related to curricular studies. I understand that if there are downloaded files related to information that is not related to my school work that I will lose the privilege of taking the equipment home.

I acknowledge my responsibility for the above personalized laptop purchased by the Algonquin and Lakeshore Catholic District School Board, and agree to return the equipment in the same condition as I received it by

(Return Date – if not listed it will be assumed to be the last school date of the current school year)

Property Policy No.: _____ Insurance Company: _____

Signature of Person Responsible: _____

Student's Signature: _____ Principal's Signature: _____

(Attach the signed letter from the Insurance Company confirming insurance coverage of the laptop while not on school property. Forward the original of this form and the Insurance Letter to Student Services, retaining a copy of both for the school files.)



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SEA EQUIPMENT - ACCEPTABLE USE GUIDELINES

Student: _____ School: _____

School Year: _____

I understand that I may bring the following pieces of equipment (belonging to the Algonquin and Lakeshore Catholic District School Board) to and from school on a day-to-day basis to complete homework assignments.

I understand that I am not allowed to download music, video or any other kinds of files. I understand that I am not allowed to use the computer for instant messaging or for chat lines.

I understand that if I do not comply with the regulations described above that I will lose the privilege of bringing the equipment home to complete school-related homework assignments.

Student Signature: _____ Date: _____

SERT Signature: _____ Date: _____

Parent/Guardian Signature: _____ Date: _____



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SEA EQUIPMENT

1. Letters recommending SEA equipment should be addressed to the Coordinator, Student Services.

Mrs. Teresa Dodwell
Coordinator, Student Services
Algonquin and Lakeshore Catholic District School Board
151 Dairy Avenue, Napanee, ON K7R 4B2

2. Recommendations for equipment may also be included in that section of a report (i.e. psychological report).
3. All letters should be copied to the Principal, Special Education Resource Teacher, and parent/guardian.
4. Language must be very clear in order for the equipment to be ordered:

e.g. (Student) requires the following equipment to access all areas of the curriculum.

e.g. (Student) requires the following equipment to ameliorate the difficulties he/she has in accessing the curriculum.
5. All professionals are asked to contact the Special Education Resource Teacher during subsequent visits to the school to review use of equipment should there be any concerns or problems (i.e. ability of student to use software/hardware; presence of games or other downloaded material, other related questions).

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