

Procedure Title	Specialized Equipment - Security, Safety, and Responsibility		
Date of Issue	March 21, 2001	Related Policy	BP 6802-D
Revision Dates	May 12, 2004; September 12, 2007; October 21, 2009; November 14, 2012; October 9, 2013; December 12, 2018; October 14, 2020	Related Forms	AF 3406
Review Date		Originator	Administrative Council
References			

1.0 RATIONALE

Specialized equipment is provided to allow students to access programming at school and sometimes borrowed for home use. It is essential that the greatest care is taken with the equipment given not only its monetary cost but also the cost to the student who is not able to access it if it is lost, stolen, or broken.

2.0 PROCEDURE

- 2.1 Equipment is the responsibility of the receiving school once it arrives. If it is technology, no other software should be installed on the computer as per the board policy. No adjustments should be made to occupational and physiotherapy equipment except by the referring therapist or supplier with permission from Specialized Equipment.
- 2.2 If technology stops working, follow the board procedure for servicing as outlined in ICT Self Help. If service is required for any other equipment, contact Specialized Equipment at specialized_equipment@bwdsb.on.ca.
- 2.3 Computer systems and tablets are provided with one set of peripheral items such as: cables, connectors, and chargers. Schools are responsible for replacing peripheral items if they are lost or broken. Only consumables that arrive with equipment (i.e., printer cartridges, batteries) will be provided, the school will need to provide additional consumables as they are required. Medical items (e.g., glucose monitoring strips, toileting supplies, hearing aid batteries) are not funded through the Ministry of Education. They are the responsibility of the parent.
- 2.4 Loss of equipment due to accident, theft or other circumstances may be the responsibility of the receiving school. Schools in consultation with Specialized Equipment must determine how they can replace the equipment in a timely manner to ensure that continued access is available to the assigned student.
- 2.5 In some individual circumstances a request (see form AF 3406 "Specialized Equipment Loan – Assumption of Responsibilities") by a parent or student over the age of 18 may be approved as an accommodation to assist the student at home to access the Ontario Curriculum or Alternative Curriculum as outlined in the student's Individual Education Plan.
- 2.6 When equipment needs to be transferred from the assigned school to another school or the Bluewater District School Board Education Centre, a plan for transfer will be developed with Specialized Equipment. Equipment should be packed in their original boxes and packaging to ensure safe travel. Equipment should never be transferred from school to school or by parents; therapists or other school staff without prior consent from Specialized Equipment.
- 2.7 When specialized equipment is returned from trial, or to surplus, Learning Services Department staff will follow cleaning procedures, as required by the Plant Services Department and/or Health and Safety Department.