

**DODGELAND SCHOOL DISTRICT**  
**Board Policy Manual**

**363.3 - Rule**

**ASSISTIVE TECHNOLOGY PROCEDURES**

**Definitions:**

Related Services

The term “related services” means transportation and such developmental, corrective and other supportive services as required for a special education student to benefit from their educational program. Assistive technology devices and services are a functional part of such services.

Assistive Technology Device

An "assistive technology device" means any item, piece of equipment or product system, whether acquired commercially off the shelf, modified, or customized, that is used to increase, maintain, or improve functional capabilities of students or staff members with disabilities or other special needs. This includes, but is not limited to, the following:

- laptop computers,
- special audiovisual equipment,
- software,
- adaptive scissors,
- enlarged material,
- special wheel chairs or desks, and/or
- other capital items.

Assistive Technology Service

“Assistive technology service” means any service that directly assists a student or staff member with a disability or other special need in the selection, acquisition or use of an assistive technology device. The term includes:

1. Evaluation of needs of a student or staff member with a disability, including a functional evaluation of the individual’s customary environment;
2. Purchasing, leasing or otherwise providing for the acquisition of assistive technology devices by students or staff members;
3. Coordinating and using other therapies, interventions or services with assistive technology devices, such as those associated with existing education and rehabilitation plans and programs;
4. Training or technical assistance for a student or staff member or, if appropriate, that individual’s family; and
5. Training or technical assistance for professionals, employers or others who provide services to, employ or are otherwise substantially involved in the major life functions of students or staff members.

**Equipment Agreement:**

When it is determined that an item of assistive technology equipment is necessary in order to provide reasonable accommodation for a student or staff member, an agreement for the use of the equipment shall be drawn up by the special education director and technology coordinator/director. The following items regarding the equipment shall be included:

1. Reason for acquisition.
2. Person(s) responsible for the acquisition (e.g., school, parents, etc.).
3. Acquisition type and source of funds (e.g., rental, SEIMC, purchase, grant, shared cost, etc.).
4. Date of acquisition.
5. Person(s) responsible for the maintenance (e.g., school, parents, etc.).
6. Location available and authorized for use (e.g., building, classroom, bus, etc.).
7. Schedule/time available (e.g., in-school use, home use, all day, specified hours/classes, etc.).
8. Duration of availability (e.g., quarter, semester, school year, etc.).