

Who qualifies for the Special Equipment Amount (SEA)?

For a student to qualify for SEA, KPR requirements include:

- a professional recommendation stating the equipment is essential for the student to access the curriculum or attend school
- a trial period for recommended technology or software, to ensure that it is a good fit for the student's abilities and needs
- evidence of the student using the equipment as documented in the student's Individual Education Plan (IEP).

What are the Board's responsibilities regarding SEA equipment?

All equipment purchased through SEA funding is the property of the Kawartha Pine Ridge District School Board (KPR), who reserves the right to make the final decision in purchasing and allocating equipment for students. KPR has policies and procedures for the purchase, repair, use and disposal of SEA equipment. When appropriate, schools will try to share equipment among students, as Boards are expected to make cost effective choices.



What happens when a student changes schools or boards?

- If a student moves to another school within KPR, the Board takes care of transferring the equipment between schools. Families and individual schools do not transfer equipment themselves.
- If a student moves to another school board, the receiving board is responsible for requesting the equipment. It is a good idea to let the receiving school know that the student has SEA equipment assigned when registering your child.
- Equipment is only transferable to publicly funded schools, and should be co-ordinated by SEA central staff.

What happens to SEA equipment when the student moves to intermediate or secondary school?

- Before the student moves, school staff meets with the student and family to review how the student is using the technology, and to make sure it still meets the students' needs.

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Special Equipment for Students With Special Needs Guide for Families



Educating for Success!

What is the Special Equipment Amount?

Special Equipment Amount (SEA) funding provided by the Ministry of Education assists school boards with the cost of equipment to support students with special education needs. This equipment provides students with accommodations that they need to learn the Ontario curriculum, access a board-determined alternative program, or attend school.

The purpose of this guide is to provide information about the SEA process to families and students.

What is covered by SEA?

Eligible SEA expenses include all costs related to purchasing equipment, training, warranties and related costs. This equipment could include:

Technology

- A computer, laptop or tablet
- Software and applications
- Communication devices
- Related devices such as headsets, supporting furniture, etc.

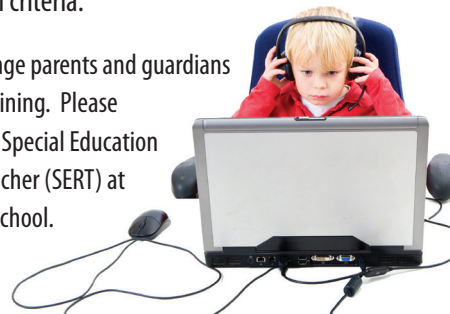
Non-technology

- Sensory support (e.g., fidget toys, weighted blankets, active seating cushions)
- Hearing and vision supports such as hearing aids, FM systems, Braille
- Personal care and physical supports (e.g., walkers, standers)

How does a student get equipment?

- A psychologist, occupational or physical therapist, physician, speech language pathologist, audiologist, optometrist or blind/low vision specialist makes a professional recommendation for the equipment to the Special Education Resource Teacher (SERT) at the school.
- All recommendations for technology (i.e., laptop, Chromebook or iPad) require a trial period of 8-10 weeks, unless the device has been recommended for complex communication needs.
- Delivery of the equipment to the school typically takes 4-6 weeks from the time the application is processed.
- Both the student and the classroom teacher will receive training on the recommended assistive technology during the 8-10 week trial period.
- Evidence of a successful trial includes:
 - » Student has been given opportunities to try a variety of software/apps suggested by the recommending professional
 - » Training has been provided and the teacher and student know how the programs work
 - » Evidence of daily use and learning on the device has been logged in the SEA Trial Data Log.
- If the trial is successful, parents or guardians will be required to sign the final SEA application. The application will then be sent to the Kawartha Pine Ridge District School Board's SEA Committee for final approval and review, to ensure the application meets Ministry of Education criteria.

*We encourage parents and guardians to attend training. Please speak to the Special Education Resource Teacher (SERT) at your child's school.



How is technology equipment used and maintained?

- SEA devices, such as laptops, Chromebooks and iPads are intended for school work only; other materials such as games, music, Instant Messaging and videos are not to be downloaded or stored on the computer as this can compromise the device.
- Board technicians ensure SEA equipment is functioning properly and are the only technicians permitted to work on or repair computer equipment.
- Costs incurred due to misuse of equipment are not covered by warranties.

Can SEA equipment be taken off school property?

- Each school decides whether to allow the equipment to be taken home on a case-by-case basis.
- SEA equipment remains the property of the Kawartha Pine Ridge District School Board. The Board supports the loan of portable devices to students for educational purposes as part of the school program, for homework or summer school.
- When equipment is taken home, parents and guardians are asked to sign an Assumption of Responsibility Form.
- All students have access to cloud file storage (Google Drive/One Drive) using their KPR e-mail, so that they can access files at home. Some assistive technology programs are also available for home installation. For further details, please contact the SERT at your school.

Who do I contact for more information regarding SEA?

Please contact the school's Special Education Resource Teacher (SERT) or Principal.