

# SET BC - SPECIAL EDUCATION TECHNOLOGY BRITISH COLUMBIA

SET B.C. is a provincial Ministry of Education resource program established to assist school districts with the education of students where access to the curriculum is restricted primarily due to the following disabilities:

- physical handicap
- visual impairment
- autism

School District No 22 hosts one of the SET BC regional centres.

Set BC provides updated technological hardware and/or software appropriate to the needs of the students accepted. In addition the centre provides in-service, information on the Provincial Equipment Loan Bank and equipment demonstration opportunities for teachers.

## Criteria for Referral

- Student must be claimed by the district to the ministry under one of the following categories:
  - A - Dependent Handicapped - (Level 1)
  - B - Deaf/Blind - (Level 1)
  - D - Physical Disability/Chronic Health (Level 2)
  - E - Visual Impairment (Level 2)
  - G - Autism (Level 2)

**Note:** Student status should be confirmed with the LAT and co-ordinators prior to referral.

- Every student who is claimed under the above categories has the **potential to qualify** for SET BC service and equipment **BUT** not every one of them requires equipment or would benefit from SET BC service.
- It is expected that a student targeted for referral would have an IEP and that the school team supporting the student would have discussed the need for a referral. This need as well as the assigned technology should be reflected in the IEP Goals.

## Request for Services

1. School District No 22 support staff have access to most of the technology and software that SET BC supports. In order to ensure that a student is an appropriate candidate it is usually important to arrange for a technology assessment **PRIOR** to submitting a screening checklist to the School District #22 SET BC screening committee. Sometimes a software and/or hardware loan can be arranged for several days or weeks so that the School Based Team can make a fully informed decision. Usually these assessments involve support staff (Anne Ross - OT; Robin McRae - PT; Speech and Language Pathologists; Coordinators; Marilyn Boughen - Vision); and often SET BC staff and the School District #22 District Partner.

**Note:** To arrange for a tech assessment consult with your staff call Sharon Page (SD #22 SET BC

District Partner) @ 549-9202

2. Staff/teams referring a student may not be aware of the time commitment required to actually have the student make appropriate use of the materials within the context of the curriculum. This should be discussed with the District Partner. It is important that administration staff are also aware as considerable release time may be needed for staff in-service. In-service is usually necessary when the technology first arrives as well as when staff changes occur.
3. Even if a student has been determined to be an appropriate candidate for SET BC service and equipment, a team may decide not to proceed with a referral because they are not able to provide the necessary level of support and/or time. Considerations for referral should include:
  - Behavior issues that may be insurmountable
  - The need to operate as a team and conduct regular meetings to review progress, troubleshoot, plan for in-service, etc.
  - The need to know the student well with respect to skill level, cognitive level, behavior, fine motor, vision, and hearing
  - The need to be aware (as a team) what curriculum plans and challenges the student will encounter in their immediate as well as later school years.
  - The need to have a long-term view of the student's needs as the equipment and software needs may change depending on student goals and the context of the educational environment.
  - The need to have the support of the parents.
4. School based teams should complete the SET BC Screening Checklist. It is important to include the appropriate support personnel e.g. Teacher of Visually Impaired, Speech and Language Pathologist, or Occupational Therapist in the referral for the SET BC services. In addition, the designated SET BC district partner, Sharon Page, can also assist in completing the referral form.

**Note:** Parental permission must be obtained prior to student referral.

5. Screening Checklists should be forwarded to Sharon Page. Schools receive three notices each year requesting screening checklists by designated dates.
6. A District Screening meeting is held to:
  - consider all referrals
  - provide further advice and information
  - suggest other avenues for appropriate support
  - identify other diagnostic information to assist in setting priorities
  - establish the priority of the referrals submitted

The screening committee is made up of the district Speech and Language Pathologists, Occupational & Physical Therapists, District Coordinators, and Teacher of the Visually Impaired.

7. Once a student has been accepted, a Request for Service must be completed by the school team and a Collaborative Action Plan (CAP) is completed, with support from SET BC staff.

## Timeliness

SET BC establishes a fixed number of "points" for the district which equate to designated amounts of hardware and software (this includes upgrading of older equipment already in use.) Referrals are received in September, late November, and March and are prioritized following each intake. Notices are sent to schools at the time referrals are being received and school staff are asked to discuss their students at the screening meeting.

## Equipment

Schools are responsible for the equipment loaned to students from SET BC. Schools will be required to complete loan, security, and follow-up forms. Copies of these should be kept in the student file. Damages or loss of equipment may be charged to schools. Equipment may go home at the discretion of school administration but parents must provide proof of insurance coverage and sign a loan form.

## Equipment Loans, Parental Insurance Policies, Printers, Ink

This information will hopefully clear up many of the questions regarding how the SET-BC student equipment and SD #22 Special Education equipment should be "handled".

- Printers are the responsibility of the school district and NOT SET BC so the district special education department purchases them and assigns them to SET BC students as necessary. Sometimes a school can provide printer access and no purchase is necessary. Printer cartridges are the responsibility of the school. Schools receive grants for "low incidence" students to offset this type of cost.
- If a SET-BC student moves to a new school in the district their assigned printer will also probably be moved. When a printer is no longer needed by a special needs student it must be returned to the Special Education Department.
- Please call Sharon Page if you are having difficulty with a School District #22 Special Ed. printer assigned to a SET-BC student. Special Ed. printers and software are labelled as such and tracked by the Special Ed department in a data base so that we can keep ownership separate from the regular school equipment.
- **NEW** Special Ed. printers should have the appropriate brand name cartridges used in them for the first year as they are under warranty. Once off warranty, generic brand printer cartridges can be used as they are less costly (available from Future Shop, Staples, Discovery Computers, etc.). Please **DO NOT** use cartridges that you fill yourself with bottled ink and a syringe. Starting this year (2003) new printers will have a purchase date sticker on them so that staff will know when the one-year warranty is over.
- SET BC student equipment is loaned from the Provincial SET BC loan bank in Vancouver to **school districts** on behalf of the 'disabled' students. There is an understanding that the school staff will ensure that the equipment is well looked after and secure. If the equipment is lost/stolen/damaged due to negligence the SET BC Provincial Center has been known to invoice a school district for the cost of replacement. Schools may be charged for this cost.

- To ensure appropriate management of the SET BC student equipment the SD #22 Special Ed department would like to make sure that each student's team has a security plan in place **each year** and that the administration in the school is aware of the plan. This is particularly true for students with laptops as they are a highly 'desirable' item for others. Please keep copies of the security plan in the student file. (see attached school security form)
- Whether or not SET BC equipment is allowed to go home is up to the school administration. School staff usually have some awareness of the 'home situation' and can make an appropriate decision. The Special Ed Department however, requires that an Equipment Security Loan form be filled out, that evidence of appropriate coverage by the parent's home insurance policy be provided, and that the form be signed. Please keep copies of this form in the student file and send a copy to Sharon Page. (see attached parent loan/security form)

**Note:** Insurance agencies usually require documentation regarding the value of the item being insured. SET BC will provide this to the school (call the SET BC secretary at 549-2221).

- The School District #22 Special Education department now has a variety of hardware, software, and communication devices that we are loaning to schools for assessment and curriculum access (only for special education students). Many of the computers have been given to us by SET BC as they were declared "obsolete" by the provincial loan bank. They are older models and new printers will not plug into them. Our School District #22 'mini' loan bank stock includes computers, four Intellitools setups and keyboards with software, several Big Macs, a VoicePal, a Powerlink, Co:Writier, Write Out:Loud, a variety of skill based software, etc. When we loan these items to schools we fill out a loan form, keep a copy of it at the board office, and note the items location in the data base. As student needs change the item may be returned or replaced with something else. We are attempting to make sure that all School District #22 Special Education items are labelled with Special Ed stickers and an identification number. (see attached loan form)

**Note:** If the item is an old obsolete SET BC computer that needs servicing we are **NOT** asking our School District #22 tech staff to repair it. If you have a problem with the equipment please call Sharon Page.