

**BEND-LA PINE SCHOOLS**

Name: Technology Responsibilities for Special Programs

Administrative School District No. 1

Section: Support

Deschutes County, Oregon

Code: EHAB-AR

**ADMINISTRATIVE REGULATION**

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In general, it is the responsibility of the school to meet the classroom technology, training, and support needs of staff and students in special programs such as special education and ESL. This includes new or established self-contained classrooms within the school as well as resource and other programs providing direct instructional services to students. In general, academic/curricular, behavioral, life skills, and learning skills instruction provided by teachers are the responsibility of the school. Related services provided by specialists are the responsibility of the special education department.

**School Responsibilities:**

Classrooms serving special programs must be equipped with technology devices similar in numbers and power with other classrooms within the school. Special programs needs should be accommodated wherever possible or as required by a student's IEP.

Technology devices include computers, scanners, digital cameras, and other peripheral devices or software in common use within the school.

The school is responsible for the maintenance of all equipment, including that in special program classrooms. Part of the per students allocation should be allocated for technology support and should include support for special programs housed at the school.

Special program staff should be included in technology training and supported at the school level in a manner similar to other school staff.

**Special Program Responsibilities:**

Dedicated or specialized software or equipment required by need or by a student's IEP will be owned and maintained by the special program. Examples of such equipment might include augmentative communication devices or technology-controlled devices to aid motor functions.

Instructional specialists or itinerant staff who serve several schools and who provide services other than academic/curricular, behavioral, life skills, and learning skills instruction will be equipped and supported by the special program. These professional groups include speech pathologists, motor team, nurses, and school psychologists. The special program will be responsible for the inventory and maintenance of technology equipment.

Any specialty software that is not part of the District desktop (e.g., test scoring, forms management) used by special program staff will installed, maintained, and supported by the program.

With the exception of dedicated or specialized equipment and software, all technology equipment used primarily for student instruction or the management needs of program teaching staff is part of the inventory and the responsibility of the school in which the classroom(s) is housed.

**IT Responsibilities:**

When new computers are provided to schools and allocated on a student/computer ratio, at least one computer will be provided to the school for each self-contained classroom, even if the number of students falls below the allocation ratio.

District-wide purchases of technology devices and software will include an allocation to special programs. This funding will support the needs of itinerant staff and help to defray the costs of specialized devices and software that may be required to meet the learning needs of students.

Reviewed: 4.7.08

Approved by Cabinet: 4.7.08