Cape Breton Victoria Regional School Board
Guidelines

Assistive Technology

Opening Statement

In accordance with Nova Scotia’s Department of Education policies and guidelines the Cape Breton Victoria Regional School Board promotes diverse learners. The Cape Breton Victoria Regional School Board will attempt to provide appropriate technology to enable, improve, increase and maintain a student’s ability to meet the learning outcomes of the PSP (Public Schools Program) or IPP (Individual Program Plan) as outlined in the Special Education Policy (2008) and Supporting Student Success: Assistive Technology (2006).

Purpose

To ensure that appropriate low, mid and/or high technology be provided and utilized to increase, maintain or improve the functional capabilities of students and support achievement of curriculum outcomes.

Guidelines

Acquisition and Assignment of Assistive Technology

1. To access assistive technology for a student the school program planning team must complete the Student Services referral form and send to the Coordinator of Student Services. The Student Services parental permission form must accompany this referral.

2. Based on approval from the Coordinator of Student Services the Assistive Technology consultant or a member of the Assistive Technology Lead Team will do an onsite assessment with the student.

3. If assistive technology is deemed necessary, the Assistive Technology consultant will provide a report with recommendations of adaptive equipment and/or software to the school program planning team via the school principal and provide a copy of the report to the parents/guardians.

4. Assistive technology will be assigned to the student and delivered to the school. Any software installations will be completed by board computer technicians.

5. Once software and/or hardware is in place any necessary training will be provided to the appropriate people.

6. All assistive technology assigned to students is reviewed on a regular basis by the Assistive Technology consultant. All assigned and required technology will follow a student from grade to grade.
Samples of assistive technology:

<table>
<thead>
<tr>
<th><strong>Low Tech</strong></th>
<th><strong>Mid Tech</strong></th>
<th><strong>High Tech</strong></th>
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<tbody>
<tr>
<td>Slant board</td>
<td>Adapted seats or desks</td>
<td>FM system</td>
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<tr>
<td>Adaptive pencil grip</td>
<td>Visual timers</td>
<td>Laptop computer</td>
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<td>Adaptive scissors</td>
<td>Adapted keyboard / mouse</td>
<td>text to speech software</td>
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<td>Adapted paper</td>
<td>Portable word processor</td>
<td>Voice recognition software</td>
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<td>Highlighted rulers for reading</td>
<td>Switch access</td>
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<td>Accessible books</td>
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<td></td>
<td>Picture / symbols</td>
<td>E readers</td>
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<td>iPod / iPad</td>
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**Cross Reference**

- Education Act (1995)
- Special Education Policy (2008)
- Supporting Student Success: Assistive Technology (2006)
- Teacher Assistant Guidelines (2009)
- Gifted Education and Talent Development (2010)
- Life Skills: Supporting Student Success (2009)

**Forms**

- Until TIENET implementation (2012) all necessary forms and resources for Student Services supports are located at [www.cbv.ns.ca/studentservices/](http://www.cbv.ns.ca/studentservices/)
  - Student Services Referral Form
  - Student Services Parent Permission Form
  - Assistive Technology Review Form
  - Assistive Technology – Kurzweil USB Request