



ADMINISTRATIVE PROCEDURES

SUBJECT: Special Equipment Amount (SEA) – Technology Process

NEW DEVICE REQUEST

Assistive Technology Teacher Team members will submit an EBASE workorder requesting the setup of new equipment. The work order will include the following information:

1. Student Name, Grade, School
2. Device to be setup.
3. Delivery: An IT Technician will deliver equipment to the school when they are in the area next. Assistive Technology Teacher Team Members will be notified via EBASE an work order that the equipment has been delivered. The IT Technician will upload signed documentation that the equipment has been delivered to the office and received. IT cannot guarantee a timeline for delivery.

Responsibilities of the Assistive Technology Teacher Team Members:

1. Assistive Technology Teacher Team Members are responsible for notifying the office staff that SEA equipment is being delivered to the office. This will eliminate confusion when the equipment arrives (such as notifying the helpdesk the equipment is there/asks who is setting it up/ensure it's not mistaken as school inventory).
2. Assistive Technology Teacher Team Members are responsible for making arrangements/delivery of peripherals. IT will only set up and deliver the hardware components.
3. Assistive Technology Teacher Team Members are not to email IT Technicians directly regarding timelines of delivery. If they have any concerns, they are to email the helpdesk directly.

DEVICE SWITCH/UPGRADE

Same instructions as listed above.

*** Collection of Equipment *** When an Assistive Technology Teacher Team Member meets with the student to complete the device switch, they will collect and return the current device to one of the board offices. They will submit an EBASE work order when they have dropped the technology off, allowing the helpdesk to process the device accordingly.

SEA REPAIRS

No change to current practice. The school submits EBASE work orders, and we continue to process/repair/replace them if necessary. IT will pick up and deliver the equipment when the repair is complete.

Implementation Date: December 4, 2023

Reference: