

Date: _____

Assistive Technology Long Term Loan Equipment Agreement

The Individuals with Disabilities Education Act (IDEA, Public Law 105-17) provides clear definitions of *assistive technology devices* and *assistive technology services*. Each public agency must ensure that these devices and/or services, as defined in 34 CFR §300.5–300.6, are made available to a child with a disability if required as part of the child's Individualized Education Program (IEP).

Wayne Assistive Technology Team (WATT) loaned equipment is intended for students eligible for Act 18 funding. By signing this agreement, the short-term trial of equipment will be converted to a long-term loan. The loan period will extend until the expiration of the student's current IEP/IFSP, at which time it may be renewed annually in alignment with the student's IEP/IFSP.

The IEP team recommends that (student name) _____ have access to the assistive technology device(s) listed below throughout the school day to support growth and progress toward IEP goals.

Student Name:

District/School:

IEP/IFSP Date:

Eligibility:

What equipment is checked out for this student?

Item name:	Asset Tag(s) #: (ex. 5998700000XXXX)	App(s)/Software:

WATT long term equipment loan(s) - checked out to:

Name:	Role:	Email:	Phone:

WATT long term equipment loan(s) Alternate Contact:

Name:	Role:	Email:	Phone:

Date: _____

Implementation Team (List all individuals who will implement the AT with the student, add rows as needed):

Name	Email	Role (e.g. admin, primary provider, SLP, family, etc)

- ☐
The IEP team has completed the following intentional consideration of AT:
 - ☐ SETT or other AT consideration documentation
 - ☐ Assistive Technology Implementation Plan
- ☐
The IEP Team has included this assistive technology in the student’s IEP/IFSP.

WATT agrees to loan assistive technology equipment for student educational use while they continue to be enrolled as a student in Wayne County with an active IEP/IFSP.

Date: _____

Terms of Agreement:

School district staff responsible for the loans of this assistive technology equipment agrees to abide by the following terms and conditions:

1. All assistive technology items are property of the Wayne Regional Educational Service Agency and shall only be used for the intended educational purpose, in a 1:1 student setting. Assistive Technology items shall not be modified by district staff or families.
2. District staff accept responsibility for the use, care, and location of items on loan. **Repeated cases of overdue, lost, or damaged equipment may result in the district being responsible for providing future assistive technology equipment.**
3. If the Individualized Education Plan team allows items to go home with students, the district must provide a district point of contact for families in the event there is an issue outside of school hours.
4. Devices will be maintained in a clean state during student use and for return to WATT. Equipment and cases will not be written on directly and WATT UPC tags will not be removed.
5. At the end of the loan period, items shall be returned to WATT or have loan extension paperwork (Long Term Loan) filed in a timely fashion. District staff are notified when a loan is due 30 days and 7 days from the due date. Overdue notices are sent weekly.
6. If there is a change in the staff responsible for an active loan, the new/receiving staff must complete a Loan Transfer request ticket in Jira in a timely fashion, to keep the record accurate.
7. If items loaned out are damaged or lost (including students leaving the district), WATT will be notified in a timely manner in order to facilitate proper consultation, repair, and recovery processes.
8. All personalized student passwords set in software or for Guided Access (I-pads) must be removed prior to device return.
9. All charging cables, cases, and accessories issued with a loan must be maintained and returned at the end of the loan term.
10. When returning, devices and chargers/accessories must be bagged or grouped together to allow WATT to match these items with the hardware to which they belong. If WATT cannot match chargers/accessories to returned hardware, they will be assumed as missing.

By accepting, the relevant district staff, as a representative for the district in which they are employed, acknowledges and agrees to the stated terms and conditions.

Signatures:

Receiving Staff

Special Education Director/Supervisor

Form updated: June 2026