

Wayne Assistive Technology Team (WATT) Assistive Technology Loan Agreement

Terms and Conditions:

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 (Ipads) 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.