



ATRC Loan Use Agreement

Student Name: _____ ID #: _____

School: _____ Classroom: _____

Equipment	Serial No.	Date Issued

Principal/School Administrator Agreement

A principal/school administrator must sign below for all assistive technology equipment for the student.

The equipment listed above has been placed on **loan** to meet the needs of this student with a disability at your school. Your signature indicates that you have accepted delivery of the above items and will provide secure areas for this equipment as well as routine supplies such as batteries, ink cartridges, and paper. Please keep a record of the location of the AT/AAC equipment at the school. If at any time the equipment is not working properly, please contact the ATRC at (773) 553-3358. If the student transfers, the equipment must be forwarded to the new CPS school. AT/AAC equipment for students no longer attending CPS **must** be returned to the ATRC.

Principal/School Administrator Signature

Date

Home Use Agreement

If the student needs to use the AT/AAC equipment at home, a parent/guardian must sign below.

I acknowledge that the equipment listed above is to only be used by my child for educational access and/or communication in accordance with their IEP or 504 Plan while my child is attending CPS. I understand that the equipment is the property of CPS and I accept responsibility for its appropriate use while it is in my home. I understand that I may be responsible for broken, lost, or stolen equipment, and agree to immediately report any of these circumstances to the school.

Parent/Guardian Signature

Date

If the student has a computer, tablet, and/or dynamic device, please review Page 2.

Please retain a signed copy of this form in the student's file at the school. A signed copy must also be uploaded into SSM (titled as "ATRC Loan Use Agreement") to indicate receipt of the equipment and that all parties have agreed to ATRC policies. If you do not have the ability to scan this document, a signed copy can be returned in person or mailed to the Assistive Technology Resource Center – GSR #125.

ATRC Loan Use Agreement

School and/or Home Use Agreement for Computers, Tablets, and Dynamic Devices

If the student has a computer, Chromebook, tablet, iPad, and/or dynamic device, a school staff member and/or a parent/guardian must initial in each box below to acknowledge agreement with the following guidelines.

School Staff Initials	Parent/Guardian Initials	Guidelines
		I will not modify or disable the device in any way unless instructed by ATRC Staff (i.e. software updates must be pre-approved).
		I will use all ATRC-provided cases and bags to protect the device.
		I will not take inappropriate pictures or use the Internet inappropriately as defined by the Student Acceptable Use Policy and the Student Code of Conduct.
		I will report any technical issues to the teacher and/or the ATRC as soon as possible.
		I will not combine personally owned media and school owned media on this device as this would be a copyright violation.
		I will not illegally download any digital media or apps to the device.
		I understand that access is designed for educational purposes only. Therefore, I understand that if the student is in violation of any End/Use Agreements regarding this device, this student's device privileges may be temporarily or permanently suspended.
		I understand that a violation of any of these terms may be cause for the removal of device privileges (either temporary or long-term).

School Staff Signature

School Staff Title

Date

Please retain a signed copy of this form in the student's file at the school. A signed copy must also be uploaded into SSM (titled as "ATRC Loan Use Agreement") to indicate receipt of the equipment and that all parties have agreed to ATRC policies. If you do not have the ability to scan this document, a signed copy can be returned in person or mailed to the Assistive Technology Resource Center – GSR #125.