



**Augmentative and Alternative Communication (AAC) Program
and Assistive Technology (AT) Program
Equipment Assignment Agreement**

Date:
School:
Student:

Lane ESD has assigned this student high-tech equipment for AAC and/or AT. By signing this agreement you are taking responsibility for this student’s use of this equipment at the following times/locations (initial your selections):

- ESY (2018) Home (Summer 2018) Home (2018-19 School Year)

Read this agreement, sign/date the bottom, and return it either to Lane ESD (care of Carol Skondin) or to the classroom teacher. If you have any questions about this form, please contact your child’s classroom teacher.

To ensure that this device remains in good working order, you agree to the following:

1. Maintain the equipment by keeping it clean, charging the battery if needed, and following any written instructions included.
2. For iOS devices (iPad or iPod): Do NOT download any media to the device (apps, music, pictures, movies, and so on); do NOT update any apps (including the operating system) on the device; and do NOT connect the device to any computer. Use only the provided adapter to charge the device from a standard wall outlet.
3. Safeguard the equipment from abuse or loss. If the equipment becomes unavailable for use during summer, notify **Carol Skondin (541-461-8251; cskondin@lesd.k12.or.us)**. During the school year, notify **Tracy Mansfield (spedtech@lesd.k12.or.us)**.
4. You are responsible for making the equipment available for this student’s use in the selected times and locations. While school is in session, it must be available for use at school during the school day (and charged before arrival). For ESY/summer checkout, the device *must* be made available for school use as soon as school starts again in the fall.

Equipment Description:
Serial Number:

Please sign below to affirm that you understand and agree to the above stipulations.

Signed on behalf of the Student:
Date: