

## ESC Region 11 Assistive Technology Loan Program Participation 2019-2020



As a member district (LEA) of ESC Region 11, our Special Education team makes assistive technology (AT) equipment available for checkout to district special education directors. Directors may use the equipment for professional development, technical assistance, and student evaluation and trial.

### **Equipment availability:**

- ESC Region 11 has a small inventory of AT tools available. A searchable document is linked on the ESC Region 11 AT website
- Directors may check out equipment that is not currently in use or reserved.
- Equipment may be checked out for up to forty-five (45) calendar days.

### **ESC Region 11 Responsibilities:**

Upon receiving a request, ESC Region 11 staff will

- Review inventory and verify if/when the equipment is/will be available and notify the district director.
- Make equipment available for pick up at ESC Region 11.
- Provide for repair and replacement of equipment that is damaged as a part of normal wear and tear as budget allocations allow.

### **District Special Education Director Responsibilities:**

- Sign and keep a current school year Loan Program Participation form.
- Complete Equipment Request Form and email it to [lmcdonald@esc11.net](mailto:lmcdonald@esc11.net).
- Adhere to software copyright laws.
- Refrain from installing apps/software on computers and mobile devices.
- Maintain equipment in a secure and safe manner.
- Seek appropriate training from the vendor if needed to support the equipment.
- Ensure district staff using ESC Region 11 equipment is aware of the agreement responsibilities.
- Ensure training for district staff, student and parent(s), when appropriate.
- Return equipment in appropriate original packaging to ESC Region 11 by specified due date, including all accessories, in clean and working condition.
- Deliver in person or, if needed, pay for two-day shipping at the conclusion of the forty-five (45) calendar-day loan, including insurance, on all equipment returned via mail.
- Delete or erase any customization of the technology that may include identifying student information.

### **Lost, Stolen, or Damaged Equipment:**

- Report any damaged equipment to Linda McDonald, [lmcdonald@esc11.net](mailto:lmcdonald@esc11.net).
- Replace or repair borrowed equipment if **damages or losses exceed \$500**.
- Provide for repair or replacement of ESC Region 11 equipment according to the current market value, including peripherals and cables which are damaged or lost due to neglect or abuse.
- Report any lost or stolen equipment immediately to ESC Region 11.
- File a report with the city/county police department regarding the lost or stolen equipment; then, send a copy of the police report to the ESC 11 team.

**Contact Information:**

Linda McDonald Walker  
Special Ed/Assistive Technology Coach & Consultant  
(817) 740-7539  
[lmcdonald@esc11.net](mailto:lmcdonald@esc11.net)  
1451 S. Cherry Lane  
White Settlement, TX 76108

ESC Region 11 Signatures:

\_\_\_\_\_  
ESC Region 11 AT Consultant

\_\_\_\_\_  
Date

\_\_\_\_\_  
ESC Region 11 Special Education Director

\_\_\_\_\_  
Date

By my signature below, I agree to comply with the terms listed on this agreement.

District Signature:

\_\_\_\_\_  
District Special Education Director Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
District Special Education Director Name (Printed)

\_\_\_\_\_  
Email Address

\_\_\_\_\_  
Phone Number