



ESC Region 11 Guidelines

Following are the guidelines instituted by Education Service Center Region 11 for the use of a VGo Robot:

- Non RETN members agree to pay \$150.00 rental fee per 30 days.
- ESC Region 11 Interactive Video Conference (IVC) Member Local Education Agencies (LEA) will receive priority consideration over non-member districts. (Contact the IVC team for information on how to join the service.)
- A fee may be assessed for non-member LEAs to participate in the program.
- The participating student is required to follow LEA policies and procedures as set forth by their school district and student handbook.
- The unit must remain in a protected environment. All outside use should be kept to a minimum and avoided in inclement weather.
- ESC Region 11 requires a two week notice if the unit will be used during any off-site field trips, UIL events, etc. and approval must be granted by ESC Region 11 prior to the event.
- ESC Region 11 must be informed of any period of non-use lasting longer than two weeks. The committee will then determine whether the unit is needed in another location during the anticipated inactive period.
- A main contact person must be provided for each unit.
- This person is responsible for ensuring the participating student is using the robot according to LEA and ESC Region 11 Guidelines.
- The contact person must provide a cell phone number and be available in the event the unit requires immediate attention.
- All maintenance and software updates will be performed by ESC Region 11 personnel. The main contact person for each unit will be notified a week prior to implementation of software updates.
- The school must have coverage in all areas in which the unit will be used.
- All testing on the school site will be conducted by ESC Region 11 personnel prior to introducing the unit to the student.
- LEA will provide a computer or other device for the student to use to drive the robot. The VGo software (free download) will be loaded onto this device as well as any other software required for instruction. Headphones are recommended.
- LEA will provide a system for the student to submit work, either via an online system (Project Share, Moodle, Google Drive, etc.) or a homebound teacher/tutor.