

Assistive Technology Device Care Sheet and Loan Agreement

When taking an assistive technology device home, we ask that you keep in mind some basic tips for proper use and maintenance, as well as the proper procedure for returning any devices when no longer needed, so that other students can use them. Please review each of the following items and sign this form to acknowledge the requirements for borrowing assistive technology.

Usage Guidelines

Student
Initials

- I will keep food and beverages away from my assigned device since they may cause damage to it.

- I will not mark, draw, write or place unapproved stickers on the device or case.

- I will not disassemble or attempt any repairs on any part of my assigned device. Doing so will void the device's warranty.

- If damage occurs, including, but not limited to, scratches, cracks or dents, I will report the damage to the school administration within 24 hours or as soon as possible thereafter.

- In the case of theft or vandalism, I will file a police report and notify school administration within 24 hours or as soon as possible thereafter.

Security Measures

- I will know where my assigned device is at all times.

- I will never leave my assigned device unattended.

- I will never loan my assigned device to anyone.

- I will, at all times, keep myself safe and will use the device only in areas where I can keep myself and the device safe.

Responsibility Agreement

I agree to return the device, related accessories and device case in good working condition (with the exception of normal wear and tear) immediately upon request by Five Keys.

I will return the assigned device to my school administrator (or designee) at the end of each school year. If I withdraw, am expelled, or terminate enrollment at my school for any reason, I will return the assigned device and accessories on the date of termination to the school's administrator.

By signing this document and/or accepting possession of any Five Keys device, the student agrees to follow the Five Keys recommended guidelines for use.

Student name (first and last)

Student personal email address

Student phone number

Device serial number

Student signature of acceptance

Date

Ed Specialist/Principal name/signature

