

## Technology Loan Program for Students with Visual Impairments Participation Agreement 2019-2020

As a part of the Regional Plan for Services to Students with Visual Impairments (VI), technology for specific student use is loaned to school districts in the Region 4 Education Service Center (Region 4) service area to supplement district owned technology. The funds available to be used for the purchase of technology are based on the current school year's regional plan.

All boxes below must be checked in order to submit as proof you have read and agree with this participation agreement.

\* Required

### 1. Available Equipment \*

*Check all that apply.*

- The loan program is restricted to unique hardware and software used by students with VI.
- Based on student need, more than one item may be loaned to a student.
- Duplicate sets of equipment for multiple classrooms and/or home are not available.

### 2. Assistive Technology Devices and Services: Legal Context \*

*Check all that apply.*

- The IDEA 2004 defines an assistive technology device as "... any item, piece of equipment or product system whether acquired commercially off the shelf, modified, or customized, that is used to increase, maintain, or improve functional capabilities of individuals with disabilities. This term does not include a medical device that is surgically implanted, or the replacement of that device."
- The IDEA 2004 defines assistive technology services as "... any service that directly assists a child with a disability in the selection, acquisition, or use of an assistive technology device." Services include: an evaluation of the needs of a student with a disability; purchasing, leasing or providing for the acquisition of assistive technology devices; selecting, customizing, maintaining, repairing or replacing of assistive technology devices; coordinating and using other services with assistive technology devices; training or technical assistance for a student with a disability or, if appropriate, the student's family; and training or technical assistance for professionals who are involved in the major life functions of students with disabilities.
- In the development, review and revision of the IEP, the ARD/IEP team must consider whether the student requires assistive technology devices and/or services in order to benefit from a free appropriate public education (FAPE).
- If a student's ARD/IEP team determines that the student needs assistive technology devices and/or services in order to benefit from a FAPE, the district must ensure that the devices and/or services are provided.

### 3. Assistive Technology Evaluation Report \*

*Check all that apply.*

- Promising practices indicate that an Assistive Technology Evaluation Report includes:
  - A statement of present levels of academic achievement and functional performance.
  - An evaluation of the needs of the student, the environments in which the student is expected to function, and the tasks that are required of the student. This information is used to determine if assistive technology is required in order for the student to access the curriculum (general education curriculum and/or goals and objectives in the IEP).
  - A statement of educational need, and recommendations.

4. Loan Procedures \*

Check all that apply.

- Maintain a current school year Participation Agreement signed by the district special education administrator on file with Region 4.
- Complete a Region 4 Equipment Request Form located on the VI website.
- Obtain approval, as indicated by signature on Equipment Request Form, from the supervisor of the district's VI program.
- Attach a copy of the Assistive Technology Evaluation and/or pages of the ARD Committee Report which indicates the need for assistive technology.
- Complete the online Implementation form for long term loan, form located on the VI website.
- Retain equipment on loan to students in the district in the event the student's placement results in services being provided outside the district, i.e. TSBVI, JJAEP, etc.

5. Lost, Stolen or Damaged Equipment \*

Check all that apply.

- Report any lost, stolen or damaged equipment immediately to the Assistive Technology Resource Center (ATRC) at Region 4, complete the online form from the VI website.
- 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 ATRC.
- Report any damaged equipment to the ATRC by completing the online form, located on the VI website.

6. District Responsibilities \*

Check all that apply.

- Adhere to software copyright laws.
- Refrain from installing apps/software on mobile devices and braille note-takers.
- Maintain equipment in a secure and safe manner.
- Ensure training for educators, student, and parent(s), when appropriate.
- Evaluate effectiveness of equipment in accomplishing IEP goals and objectives.
- Provide the appropriate documentation for equipment loans, including VI Implementation Form located on the VI website.
- Complete annual Region 4 Technology Inventory.
- Return equipment clean and in working order to Region 4 if the student leaves the district.
- Notify Region 4 of any changes in a student's campus or teacher listed on the check-out form.
- Provide for repair or replacement of Region 4 equipment according to the current market value, including peripherals and cables, electronic study aids, and portable/handheld video magnifiers which are damaged or lost due to neglect or abuse.

7. Region 4 Responsibilities \*

Check all that apply.

- Price, bid, and order equipment.
- Provide one set of equipment for student use to supplement district technology with available funds.
- Provide for repair and replacement of equipment which is damaged as a part of normal wear and tear within the restrictions of the current VI regional plan budget.
- Provide initial and ongoing training, and necessary technical support.

8. School District Name \*

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9. Address and Phone # of district \*

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10. Special Education Administrator (This Printed Name counts as signature of Participation Agreement) \*

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11. Email \*

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12. Date completed \*

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*Example: January 7, 2019*

Please complete and return this agreement to indicate acceptance of terms as stated. The agreement shall commence on the date

of signature and extend through the 2020-2021 school year. All forms are located on the VI Website.

Region 4 ESC ATRC Contact info: [atrcvi@esc4.net](mailto:atrcvi@esc4.net); 713-744-6519

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