

SWAAAC Team Agreement & Loan Bank Policies

(updated May 9, 2013)



Please have special education director & team coordinator review & sign

- The district SWAAAC team is responsible for providing data throughout the school year detailing IEP and Assistive Technology (AT) information.
- The Special Education Director has designated a district Team Coordinator who will be responsible for the use of the Loan Bank, attend Team Coordinator meetings and submit requested data/documentation.
- The Team Coordinator will submit a complete, accurate directory of all district SWAAAC team members at team coordinators' meetings in the fall and spring.
- The Team Coordinator will promptly notify the SWAAAC office in the event of Team Coordinator/Special Education Director personnel changes.
- For the purposes of quality assurance, all SWAAAC team members are required to document continuing education in the field of Assistive Technology including district representation at trainings sponsored by SWAAAC and the CDE as well as other assistive technology trainings they attend.
- The Team Coordinator and Special Education Director have read and understand the loan bank policies and procedures. The Team Coordinator will ensure that team members abide by the following:

Loan Bank Policies and Procedures

The purpose of the Loan Bank is to provide individuals with access to equipment for evaluation and trial purposes. The purchaser, whether it is a third party payer, a school district or a parent, needs to have some indication of whether the purchase and use of the technology will be beneficial to the individual. Equipment may also be used by SWAAAC team members who may need to learn to use it in order to serve a student. The loan bank is not intended for long-term use. At this point, we do not have funding to provide individuals with equipment for personal use.

- Equipment may be borrowed for six weeks (1 week for delivery and 1 week for return). A one time, two-week extension may be available if no one is waiting for the device. If a student needs the equipment for long term use, it is important to do everything possible to purchase the equipment.
- Requests for equipment must come from a SWAAAC Team Coordinator via the online "storefront" at swaaac.goalexandria.com. All requests will be honored on a first come, first serve basis. If you are having difficulty using the online resource, please contact Alexis Missel, alexis.missel@ucdenver.edu, 303-556-6479.
- Please include all components that are needed on a single request. For example, include a communication device and a switch access kit if the individual is not able to access the equipment directly.
- Software may be installed on ONE computer at a time during the loan period. Prior to returning the software, it MUST be uninstalled. The borrower is liable for license violations if they do not uninstall it.

- Equipment **MUST** be returned on or before the due date. Please confirm prior to shipping that all parts (i.e. adapters, power strips, manuals) are present and in good working order and are in the original shipping container with all packing materials (Refer to the contents list included in the box).
- All team members understand equipment will be returned clean and in good working order and will immediately contact a SWAAAC office representative if equipment fails to operate or if items are missing from the content list.
- Organizations with overdue items will not be allowed to borrow additional equipment until the overdue items are returned.
- Should a device break during a loan period due to anything other than normal wear and tear, repair costs become the financial responsibility of the borrower (i.e. school district). Lost equipment also becomes the financial responsibility of the borrower.
- If something is wrong with an item, you are welcome to call tech support to help trouble shoot. However, if any actual work needs to be done, you must return the item to the SWAAAC office at ATP.
- Team Coordinators (and in some cases, Special Ed. Directors) will be notified of overdue, missing, and damaged items.
- Borrowers are **REQUIRED** to complete the follow-up survey associated with each loan. This is sent via email after an item is returned and checked into the loan bank.
- Equipment **MUST** be insured for replacement value if returning by mail. We encourage borrowers to use the courier system, free of charge. If you need instructions about how to use the courier system, please contact the SWAAAC office at ATP.
- Borrowers **DO NOT** have permission to trade, sell or upgrade any loan bank equipment. You are welcome to contact Assistive Technology Partners should you learn of such opportunities.

School District _____

Note: Signed form will be kept on file 5 years unless there is a change in Special Ed. Director or Team Coordinator.

 District **Special Education Director** Signature

 Date

 Print name here

 Designated SWAAAC **Team Coordinator** Signature

 Date

 Print name here