



Berlin Public Schools

238 Kensington Road, Berlin CT 06037

(860) 828 - 6581

Assistive Technology/Equipment Loan Agreement

Revised 9/25/25

Student Name: _____ School: _____ Grade: _____ Duration of Loan: _____

Parent/Guardian Name(s): _____ Location of Equipment: _____

Items on loan to the student include per students: Individual Education Plan **OR** Section 504 Accommodation Plan

** To be completed by authorized representative of Berlin School District

Item Description & BPS Identifying #	Manufacturer	Model / Serial #	To be completed upon return	
			Return Date	Signature

Authorized by: _____

Date: _____



Berlin Public Schools

238 Kensington Road, Berlin CT 06037

(860) 828 - 6581

Statements of Agreement

The borrower understands and agrees with the following:

- The assistive technology (including hardware, software, devices and accessories) is the property of Berlin Public Schools, will be returned in accordance to the loan duration and is solely for the use of the student named above for educational / communication purposes. A new loan equipment form will be completed upon each new school year or in the event of a change in equipment.
- Borrowers agree to use the equipment/device in accordance with the instructions accompanying the equipment and/or by qualified personnel and in the manner for which the equipment is designed.
- Borrowers will exercise reasonable care to protect equipment or materials from damage or misuse. Ipad cases provided by the school MUST remain on the device at all times.
- In the event of damage or malfunction caused to the equipment as a result of accidents, neglect, or use in a manner other than for which the equipment/device was designed, the district will determine course of action and discuss with the borrower.
- The family may be responsible for replacement or reimbursement in the event of damage or malfunction to the equipment/device as a result of willful misuse or neglect, including improper care or negligence in the maintenance, storage, use and transportation of the equipment/device.
- If equipment is not functioning properly you must inform the school immediately and return to school staff promptly so it can be addressed.
- The borrower may not install or modify any programs on the device and may not loan the equipment to third parties.
- The school district is responsible for repairing/replacing assistive technology in a timely manner if it is due to malfunction caused by normal use. The school will provide an alternative device or accommodation, when available, while assistive technology is being repaired/replaced.

Parent/Guardian Signature: _____ Date: _____

Authorized Personnel Signature: _____ Date: _____

