

Catskill Regional Teacher Center, Bugbee School, State Street, Oneonta, NY, 13820

CRTC iPads and Docking Station Loan Policy

Borrowed Equipment: 16 iPads with one docking station, key to lock of docking station and power cord to docking station. The borrowed equipment is the property of the Catskill Regional Teacher Center.

Borrowers: Teacher and School/District Administrator

Eligibility

A teacher that is active in a school/district in the region served by the Catskill Regional Teacher Center as defined as public school districts and private schools that are within the Delaware Chenango Madison Otsego BOCES or the Otsego Northern Catskills BOCES regions are eligible to borrow the Teacher Center iPads and Docking Station. Borrowers agree to assume responsibility for borrowed iPads and Docking Station and agree to pay any fees incurred for damages sustained while the iPad is in their possession. Borrowers must adhere to the Rules of Use.

Borrow/Loan Procedure

iPads and Docking Station may be borrowed from the Catskill Regional Teacher Center at Bugbee School, State Street, Oneonta, NY (Room 209/211) during the regular hours from 8:30AM to 4:30PM and are loaned on a first-come, first-served basis. To check on availability, call the Teacher Center at 607 436-3920 or email: david.potter@oneonta.edu. Arrangements can be made through the Teacher Center for assistance on use and transport of the docking station of iPads. Please be advised to plan ahead and contact the Teacher Center in advance to block out time in acquiring the use of the technology.

If the iPads are checked out, you may schedule the iPads and Docking Station at the next available time.

iPads are loaned for a 2-week period and may be renewed. To request a renewal contact the Teacher Center five days prior to the return date to check on the availability.

Rules of Use

General Rules

The iPads and Docking Station are for use by public school or private school Teachers and Teacher Assistants of the DCMO BOCES and ONC BOCES regions.

Checkout, Renewal, and Holds

- The iPads and Docking Station may be borrowed from the Catskill Regional Teacher Center at Bugbee School, State Street, Oneonta, NY.
- Those requesting the equipment will fill out the Loan Policy Agreement with the appropriate signature from their direct supervisor that is a school/district administrator.
- The school/district is responsible for the care and use of the iPads and Docking Station during the time that they are on loan or in the event that they have not yet been returned to the Catskill Regional Teacher Center.

Checkout periods are 2 weeks.

- iPads may be renewed for an additional checkout period if no other person has scheduled to use the equipment. Renewals are requested within 5 days of the return date by contacting the Teacher Center.
- iPads and Docking Station must be returned upon agreed time. This will ensure that those that have scheduled the use of the technology may have the opportunity of the proper preparation of the equipment.

Use of iPads

- The teacher and administrator of the school/district receiving the borrowed equipment are responsible for making sure that the each iPad and Docking Station does not get damaged, lost, or stolen while in their care. In the event that the equipment is damaged, lost or stolen, the district is responsible for the costs in repairing or replacing the equipment. The Catskill Regional Teacher Center is to be notified immediately of any borrowed equipment that is damaged, lost or stolen.
- Apps and content may be loaded on the iPads using school/district accounts. When the iPads are returned, all data and settings will be wiped from the devices.
- Borrowers of the equipment are responsible for following the guidelines of the district/school's acceptable use policy or equivalent policy and ensuring that anyone that uses the equipment within the school/district is in compliance with this policy. Use of the borrowed equipment shall at all times comply with all applicable federal, state, and local laws, rules, and regulations.
- The Catskill Regional Teacher Center assumes no responsibility for filtering out websites or content deemed inappropriate by the school/district that have been viewed by a student or user.
- The Catskill Regional Teacher Center assumes no responsibility for any problems that the iPad may cause to any other equipment to which the iPad is connected.

CRTC iPads and Docking Station Loan Policy Agreement

Dates CRTC iPads are to be borrowed: _____

Name of Borrower: _____

District: _____

School Address: _____

School Phone: _____ E-mail of Borrower: _____

Grade Level(s): _____ Subject(s): _____

Reason(s) for using the iPads: _____

I will return the iPads and Docking Station to Room 209/211 at The Catskill Regional Teacher Center at Bugbee School in Oneonta, NY by _____ AM/PM on _____

I have read Loan Policy. The equipment is in good working order. By signing below, I agree to the Loan Policy.

Teacher Name (Print) _____

Signature: _____ Date _____

Administrator Name (Print) _____

Signature: _____ Date _____

RETURN RECEIPT

Returned at _____ AM/PM Date _____
in good working order

Catskill Regional Teacher Center Staff signature _____

If equipment is damaged or parts are missing, describe condition and retain receipt: