

ACCESSIBLE EDUCATIONAL MATERIALS LOAN OF AEM DEVICES, MATERIALS, EQUIPMENT

**Department of Special Education
Lincoln Public Schools**

I, _____
Parent's Name

accept the responsibility for the care of the following technology for

Student's Name

Description of AEM System

I understand that this technology is being loaned to me for my use from the date of this agreement to _____
Ending Date

I understand that should this technology be lost, damaged or destroyed while in my care, I will be responsible for its timely replacement or repair.

I agree to follow the "Guidelines for Providing AEM at a Student's Home" (see attachment). Failure to follow the guidelines may result in loss of use of the above stated equipment in the home environment.

Parent Signature Date

Administrator Signature Date

LPS Staff Signature Date

Copies to _____ Parents
_____ Staff
_____ ATS

**GUIDELINES FOR PROVIDING AEM TECHNOLOGY
AT A STUDENT'S HOME**
Department of Special Education
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In order to provide AEM at a student's home, the following guidelines must be met:

1. It must be documented that the student needs the AEM to complete classroom work which cannot be completed in the school setting.
2. The need is documented on the student's IEP as necessary for the student to meet the objectives of the IEP.
3. The need is to be described under Part II, C-5 of the IEP in the area of AEM.
4. The IEP Team has consensus that the student will benefit from having the AEM available in the home setting.
5. The adult responsible in the home environment signs the "Loan for Equipment Agreement" for Lincoln Public Schools and agrees with the copyright laws for the product.
6. The adult responsible in the home environment agrees that the equipment, software and/or the computer's basic settings will not be reconfigured while in the possession of the student or while in the home environment.
7. The IEP objectives for use with the AEM are monitored and progress documented by the adult responsible in the home for its use. The staff will work with the home to set up an appropriate documentation system.
8. The student's use of the AEM will result in progress on the specified IEP objectives as demonstrated by staff evaluations each semester to determine its continued use in the home. Renewal of the loan agreement will be considered each semester.
9. Family will participate in a short training at school with the SLP before the device goes home.
10. Agree to charge it each night so it is ready to use each morning at school.
11. Keep the device locked in Guided Access so the student and family can only access the communication app and not a browser or other apps on the device. This can also help prevent apps from being deleted and settings from being changed.

Failure to follow the above guidelines shall result in reconsideration of the equipment in the home environment and its possible removal or substitution.