

CASE Equipment Lending Agreement

Student Name: _____ **Grade/School:** _____

Parent(s)/Guardian(s): _____

Equipment Description (include name, model, serial number, and other identifying information):

I/we understand and acknowledge that the Cooperative Association for Special Education (CASE) intends to lend the above-described equipment for use by my/our son/daughter at home during periods of remote learning caused by the COVID-19 pandemic.

- I/we agree that the above-described equipment is the property of the Cooperative Association for Special Education Cooperative (CASE) and is being loaned for use by my child. The equipment will be used only by my child and will only be used at home.
- I/we agree to accept full responsibility for the proper care and treatment of the equipment. If the device is lost, stolen or damaged, it is our responsibility to notify CASE immediately.
- I/we agree that, if it is determined by CASE that the equipment or any component thereof has been damaged through normal everyday use, wear and tear, CASE will repair or replace the equipment at no cost to me/us. I/we agree that, if CASE determines that the equipment has been lost, stolen or has become damaged through negligence or misuse, it will be my/our responsibility to pay for CASE's replacement and/or assume financial responsibility for CASE's repair of the equipment.
- I/we agree to return the equipment to CASE immediately if my/our residency status changes and my/our child is no longer a student of a CASE member district.
- I/we agree that the failure to return the equipment in a timely manner and/or the continued use of the equipment without the written consent of CASE may be considered unlawful appropriation of property.
- I/we agree that the equipment shall be used and maintained in compliance with all training and other requirements provided by CASE. I/we will not alter or modify the equipment in any way without prior written approval by CASE.
- I/we agree that the equipment will only be used within our home unless CASE staff expressly approves the use of the equipment outside of the home for IEP-related purposes.
- I/we understand and agree that the equipment is provided to us in good working condition and that I/we have received sufficient instruction regarding the safe and appropriate use of the equipment by my/our child at home.

This Agreement must be signed and returned to _____ before the equipment will be provided to the student for use at home during remote learning.

I/we, parent(s)/legal guardian(s) of the above-named student, fully understand and agree to all terms stated above.

Parent/Guardian: _____

Date: _____

Parent/Guardian: _____

Date: _____

PLEASE NOTE THAT DURING THE PERIOD OF ANY "SHELTER-IN" ORDER ISSUED BY THE GOVERNOR, OR IF YOU ARE OTHERWISE UNABLE TO LEAVE YOUR HOME DURING THE SCHOOL CLOSURE PERIOD, YOU MAY TAKE A PICTURE OF THIS SIGNED FORM ON YOUR CELL PHONE AND E-MAIL IT TO CASE AT:

_____	_____	_____
Name	Email	Title

ALTERNATIVELY, IF YOU ARE UNABLE TO PRINT THIS AGREEMENT TO SIGN AND SEND, YOU MAY E-MAIL THE ABOVE INDIVIDUAL AND STATE:

"We are unable to print this Agreement to sign manually, so please treat this e-mail as our Agreement in full."