



Education Technology Equipment User Agreement

The policies, procedures, and information within this document apply to all Foundation for East Baton Rouge School System (FEBRSS) education technology used by students, staff, and guests, including LEGO WeDo 2.0, LEGO Mindstorms, KIBOs and any other device considered by the administration to fall under this policy. Other organizations may set additional requirements for education technology use while they are in possession of it. The education technology is owned and maintained by FEBRSS. Your use is limited to and conditional upon your full and complete compliance with this User Agreement.

Checkout:

1. **Reserving** - Items can be reserved by phone, by email, or in person. Please give us adequate time to prepare the equipment that will be checked out. We will need the patron's contact information, dates they would like the equipment, type of equipment, and purpose. This signed document must be presented when picking up equipment.
2. **Training** may be required due to sophistication or complexity of the product, such as robotics kits, 3-D printers, tablets, etc.
3. **Financial Responsibility for Loss or Damage** - If the educational technology is damaged, lost, or stolen, the organization that used it may be responsible for the cost of repair or the value of the education technology on the date of loss. See estimates at bottom of page. Loss by theft must be reported to the Foundation by the next school day after the occurrence.
4. **Storage** - If you have borrowed education technology for multiple days, it should be stored somewhere safe and out of sight, preferably in an area that locks.
5. **Loaning** - It is forbidden to loan the education technology to another organization/school before returning it to the Foundation.
6. **Prerequisites for Use of Product, such as the Computer or Internet** - A wireless Internet connection will be required for the majority of education technology use; however, some applications can be used while not connected to the Internet. The Foundation will not supply an internet connection nor a computer or other such devices, nor is the Foundation responsible for any data charges incurred for connectivity via personal mobile hotspot.
7. **Repair** - Organizations are responsible for the general care of the education technology they have checked out. Education technology that is broken or fails to work properly should be reported to the Foundation.
8. **Return** - You are required to return the education technology to the condition it was given to you before returning it to the Foundation. For LEGO sets, this means making sure each piece is in the proper area of the storage container, as listed on the included inventory map.
9. **Failure to Comply** - Failure to comply with these policies will result in the forfeiture of the deposit (see below), additional fees, and potentially a ban on future education technology usage for your organization.
10. **Damage to education technology** - If beyond repair, including loss of major components such as motors and sensors, equipment may result in a replacement fee of up to \$500 for example for a new robotics kit (EV3 for example).
11. **A signature** is required in order to acknowledge that the patron is responsible for any damage, or loss of item.

Check-in/Return Process:

1. Before checking item back in, make sure all pieces and parts are included. Items that were checked out will be checked for damages. Any damages should be reported to FEBRSS.
2. A signature is required on all equipment returned.
3. Fee Structure
 - a. Please return equipment in a timely fashion and in good condition. A patron will be billed for the full replacement fee of the item if it is not returned within 7 days of original due date.
 - b. If damages are found or equipment lost, the patron will be charged for those damages based replacement cost. Examples on chart below.

Robotics Kit: \$250 (LEGO WeDo), (\$450 EV3), Chromebook: \$250, Digital Camcorder: \$100; Printer: \$150

Teacher (or Staff Person)

Signature
(Foundation for East Baton Rouge School System)

Principal
(Organization)