



Division of Students with Disabilities & English Language Learners



Student's Name: \_\_\_\_\_

Device/Serial Number: \_\_\_\_\_

This letter is to acknowledge that the IEP-mandated device of the above-named student is being brought home with the student after school, on weekends, and during school holidays for the purposes of:

- Completion of homework assignments
- General Communication
- Other (please specify): \_\_\_\_\_

It is the responsibility of the **Student's Parents/Guardians** to:

- Ensure the device is transported with the student **each and every** school day
- **Charge the battery** of the device at home, if necessary, so it is ready for use the next school day
- Ensure the device is being **used appropriately** at home for the intended purposes as indicated by the assistive technology evaluation recommendations
- Ensure that the device is **handled responsibly** and cared for appropriately

**TRANSPORT OF THE DEVICE:** Please note that Assistive Technology devices are added to IEP's as a result of an evaluation. The effective use and care of the device is the responsibility of all the parties involved. This includes the school staff, transportation professionals, and the family. It is always good practice to **alert the transportation professionals** on the fact that the student has equipment with them.

- If the device is not being used for communication during transport, it should be **securely packed** in a carrying case or a backpack.
- If it is being used for communication during transport, and the student is in a wheelchair, the device must be **securely mounted** to the chair or tray. If the student is ambulatory, he/she must demonstrate the **ability to carry the device independently and safely**; otherwise, it should be stored for travel.

If for some reason the device is LOST or STOLEN during transport or while within the care of the family, a **Police Report** must be completed and submitted prior to a new device being issued.

**RE: iPads:** These devices should NOT be given to the student until "**Find my iPad**" has been activated so that the device can be tracked if lost.

\_\_\_\_\_  
Signature of School Representative

\_\_\_\_\_  
Signature of Parent/Guardian

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date