

ASSISTIVE TECHNOLOGY RESOURCE CENTER

Kansas State School for the Blind

1100 State Avenue

Kansas City, Kansas 66102

Phone: 1-800-572-5463 ext. 418 or (913) 281-3308 ext. 418 – Fax: (913) 281-3104

LOAN-LEASE AGREEMENT

This document constitutes an agreement solely between the Kansas State School for the Blind (KSSB) and the Local Education Agency (LEA) named below, and is subject to the conditions stated in the attached *Terms of Agreement*.

Date: _____ Agreement Code: _____

LEA Information

Administrative Contact: _____ VI Contact: _____

USD/Coop Name: _____

Address: _____

Phone: _____ Billing Address: _____

Fax: _____

Device Information

Student Name: _____

Technology evaluation administered

Written education plan on file

Location of Device: (School/Attendance Center): _____

Name of Device: _____

Serial # _____ Property I.D. # (if applicable): _____

Length of Agreement

(for Office Use only- do not write in this box)

8-week Free Loan: _____ to _____ Begin Lease Date: _____

Cost Per Year Kept (30% of actual cost of item): _____

By signing below, the LEA agrees to the *Terms of Agreement* and assumes the responsibilities and liabilities specified within.

Printed Name of KSSB Superintendent

Printed Name and Title of Authorized LEA Administrator

Signature of KSSB Superintendent

Date

Signature of Authorized Administrator

Date

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TERMS OF LOAN-LEASE AGREEMENT

Purpose

The *Assistive Technology Resource Center* is a service of the Kansas State School for the Blind (KSSB). It is intended to supplement LEA resources in meeting the Assistive Technology (ATRC) needs of students with visual impairments. Equipment is loaned on an as-available basis, and remains the property of KSSB.

Terms

1. This agreement is solely with the LEA named upon the *Loan-Lease Agreement*.
2. The LEA is responsible for loss or damage of the property, excluding normal wear and tear.
3. The LEA is responsible for returning *Loaned-Leased* equipment to KSSB in its original packing box and should use the enclosed packing slip as a check list to ensure that all parts are returned. If the equipment is returned by mail, it is required that it be insured. When equipment is being returned, KSSB must be notified by calling 1-800-572-5463 ext, 417 (ATRC Coordinator). Failure to follow these shipping procedures could result in additional charges.
4. The LEA assumes responsibility for who uses equipment once it is in the possession of the LEA. It is KSSB's policy that the equipment is loaned for use only to students with visual impairments and their teachers.
5. The LEA is not to modify or alter any equipment without permission from KSSB. This could include, but is not limited to: 1) Using cables, connectors, or peripherals other than what is included in the original packing box. 2) Installing and/or uninstalling software onto computers. 3) Modifying lenses, reading tables, and frames of CCTV's. 4) Re-programming devices in a manner which alters the way in which they are used.
6. Equipment is assigned to the location named by the LEA on the *Loan-Lease Agreement*. However, if it is specified in the student's IEP, equipment may travel to a student's home, workplace, or other community site. The LEA remains responsible for the whereabouts of the equipment and its care regardless of location. Agreements on liability between the LEA and its students, parents, or other entities do not relieve the LEA of its responsibility to KSSB.
7. All equipment is loaned free of charge for an eight (8) week period. If it is not returned to KSSB within ten (10) calendar days from the end of the period, the lease period will commence. Lease agreements are for one calendar year, and may be renewed by a letter of intent from the LEA signed by an authorized administrator. KSSB sends invoices for the annual amount on the following dates: July 1.
8. Equipment which fails due to normal wear and tear may be repaired or replaced by KSSB. Substitute equipment will be made available to the LEA subject to availability. KSSB will prorate or refund lease charges to the LEA in cases where the equipment cannot be replaced or if repairs exceed two-weeks.

Initials of Authorized LEA Administrator _____

KSSB Agreement Code: _____