

Adopted	January 2011
Last Revised	November 2018
Review Date	November 2023

**Special Equipment Amount (SEA)
Per Pupil Assistive Technology
Assumption of Responsibility/Home Use**

Student Name		Student OEN	
School		Grade	
School Year		Date of Birth (mm/dd/yy)	

SEA Equipment Details	
Model: HPEDSB Asset Tag (barcode): Serial Number:	Replacement Value: (please select one) <input type="checkbox"/> Chromebook: \$600.00 <input type="checkbox"/> iPad: \$600.00 <input type="checkbox"/> Laptop: \$1500.00 <input type="checkbox"/> Personal Mobile Device

I recognize the importance of adhering to the Terms and Conditions listed on Page 2 with respect to the use of board equipment and accept responsibility for the security and safekeeping of the above-noted equipment while in my possession. I agree to indemnify and hold harmless Hastings and Prince Edward District School Board for any claims, and/or loss and/or damage arising out of the use of this equipment and will assume complete responsibility for theft, loss, or damage to the equipment while in my possession.

I have read and agree to the Terms and Conditions listed on Page 2.

Where a student is 18 years of age or older, or if the student is 16 or 17 years old and has withdrawn from parental control, please sign below to acknowledge full responsibility for the safe keeping of the equipment noted above that has been purchased by SEA funding through the Ministry of Education.

Name of Student	Signature	Date
Name of Parent/Guardian	Signature	Date
Name of Principal	Signature:	Date

This agreement is valid for the school year noted above (September to June) and must be initiated and signed for each school year.

Original in OSR

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Terms and Conditions

1. Special Equipment Amount (SEA) is provided to assist students in accessing The Ontario Curriculum. The student will accept responsibility for ensuring that his/her equipment is available during instructional time. **A pattern of not having equipment available at school during instructional time may result in cancellation of this agreement.**
2. **SEA equipment provided is intended for the sole use of the student identified, and is not to be loaned or used by anyone else outside of school.**
3. Modifications or re-configuration of the equipment for any purpose is not permitted (including the creation of new accounts/users) and may result in permanent deletion of software/apps and/or data. Any modifications made will be tracked.
4. Tablets have tracking capabilities, which will be accessed in the event the device is lost, misplaced, or stolen. Technology devices can be disabled remotely by Hastings and Prince Edward District School Board (HPEDSB) Information Technology Staff.
5. The equipment requires specific care and maintenance. The backpack/case provided with the equipment should always be used to protect and store the equipment. The equipment screen should never be cleaned with any product or cleaning agent. If the equipment screen appears soiled, it may be wiped with a clean, dry cloth.
6. HPEDSB reserves the right to withdraw a student's privilege of home use. Failure to comply with the Terms and Conditions may also result in such cases where equipment is removed from a student.
7. From time to time, with reasonable notification, HPEDSB may request the equipment for updates and/or general maintenance.
8. The Assumption of Responsibility Home Use Agreement is valid only for the current school year noted on Page 1 for use between the months of September and June. **The equipment must be returned to the Learning Support Teacher or Inter-Departmental Special Education Head during the month of June, for safe-keeping, maintenance, and storage over the summer months.**
9. Appropriate use of the technology device at all times, is outlined in Procedure 147: Technology Use.

This information may be viewed by Ministry of Education personnel for auditing purposes. This information is collected in accordance with the Education Act and the Municipal Freedom of Information and Protection of Privacy Act and will be used for the purpose of determining eligibility of and/or supporting a Special Equipment Amount (SEA) application. Questions regarding this form should be directed to Student Services.