

NONPUBLIC SCHOOL EQUIPMENT LOAN REGULATION

In order for nonpublic schools within the Center Moriches School District to borrow hardware purchased with Smart Schools Bond Act funding or any other type of funding, including local, state and federal , the following guidelines have been established:

1. The equipment must be easily transported between buildings.
2. The equipment must not require permanent installation (such as a mounted projector or interactive whiteboard).
3. Equipment will be lent “as is.” No changes will be made to existing equipment, such as operating system version, program installation, etc.
4. The Center Moriches School District will not be responsible for any equipment set up, driver installation or network configuration at the borrower’s school.
5. Equipment may be borrowed for a maximum of 30 calendar days at a time, followed by a wait period of at least three weeks to ensure the equipment is operating properly and suitable for further use.
6. A “Nonpublic School Technology Equipment Loan Form” must be filled out and submitted at least 30 days before the equipment is required. Failure to do so may result in a denial of the request. Please see the attachment for a sample of the form.
7. Requestors will be required to submit how the technology will be utilized in the classroom. Failure to adequately describe how the equipment will be used may result in a denial of the request.
8. Requestors will be expected to report any problems or issues with the equipment in a timely fashion.
9. The requestor’s school is responsible to replace any equipment that is broken, lost or destroyed while that equipment is in their custody.
10. The total amount of equipment lent at any one time may not exceed \$250 multiplied by the nonpublic school enrollment in the base year at the time of enactment (e.g., 2014-15 enrollment).
11. Only eligible equipment purchased as part of the Center Moriches School District’s Smart Schools Bond Act, that fit the above criteria, or that criteria included in other local, state and federal funding, may be borrowed.

While every effort will be made to ensure that the requested equipment and quantities are provided to the nonpublic school, the Center Moriches School District reserves the right to substitute a comparable piece of equipment.

Center Moriches School District
Nonpublic School Technology Equipment Loan Form

Please fill out this form as completely and accurately as possible. Any omissions or ambiguity may result in denial of your request.

School: _____

Address: _____

City: _____ State: _____ Zip: _____

School's Main Phone Number: _____

Name of Requestor: _____

Email Address of Requestor: _____

Equipment Requested

(please specify quantity, enter "0" if not needed)

Description	Quantity Requested

Date Equipment is Needed: _____ Date Equipment will be Returned: _____
(equipment may only be kept for a maximum of 30 calendar days)

Delivery of Equipment

Name of Contact Person for Delivery: _____

Use of Equipment

Please explain in detail how you will utilize the above requested equipment in the classroom to enhance your educational process and engage your students. You may attach a separate piece of paper if required.

(continued on next page)

(Use of Equipment continued)

Please note:

Equipment will be lent “as is.” No changes will be made to existing equipment, such as operating system version, program installation, etc. The Center Moriches School District will not be responsible for any equipment set up, driver installation or network configuration at the requestor’s school. Equipment may be borrowed for a maximum of 30 calendar days at a time. The requestor’s school is responsible to replace any equipment that is broken, lost or destroyed while that equipment is in their custody. Requestors will be expected to report any problems or issues with the equipment in a timely fashion. Failure to do so may result in that equipment no longer available for lending.

I have read the above and agree to the terms of the Center Moriches School District’s Nonpublic Schools Equipment Loan Regulations.

Print Name: _____ Date: _____

Signature: _____

Principal’s Name: _____

Principal’s Signature: _____

Please mail this completed form to:

Mr. Ricardo Soto, Assistant Superintendent for Instructional Technology
Center Moriches School District
529 Main Street
Center Moriches, NY 11934

Date Received by CMSD: _____

Received by: _____

Adopted: 3/16/16