**OOST Virtual Tutoring Program**

**Technology Request**

**Part A: Contact Information**

**SchoolsPlus Community Outreach Worker and Assistant Leader information**

Name of SPCOW: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

SPCOW phone number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

SPCOW email address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of AL: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

AL phone number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

AL email address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I attended the OOST VTP technology request info session on January 14: Yes / No

I have read the TERMS AND CONDITIONS; I understand and agree: Yes / No

**Family information (to be filled out by SPCOW/AL)**

Please complete only one request per family

Name of Student(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Grade level (ex. grade 7): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

In which ways can student(s) currently access computer/laptop or stable Internet connection?:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Reason for referring family to tech distribution and virtual tutoring program:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

First 3 digits of student’s postal code: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please email completed form to: hannah.kim@thehalifaxhelpers.com

**OOST Virtual Tutoring Program**

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Part B: AGREEMENT TO THE TERMS AND CONDITIONS

If selected for the technology lending program, both the student and SchoolsPlus Community Outreach Worker (SPCOW) or Assistant Leader (AL) will be required to read this “Laptop lending agreement”. Once both parties have read and agreed to the terms, the student will become a ‘Technology Owner’ and the technology from the program will be theirs to keep until the end of the school year for the main purpose of completing tutoring sessions. Students may request to keep the technology for the summer months for the purpose of completing tutoring sessions.

ELIGIBILITY

SchoolsPlus Community Outreach workers/ALs who are in good standing with the Technology Lending program may request that a student in their school receive a laptop if the student meets the following criteria:

a. Do not have reliable computer or tablet access in their home

b. The SPCOW/AL who is referring the student must have attended the Technology Distribution professional development session

LIABILITY:

The Halifax Helpers, SchoolsPlus and HRCE are not responsible for lost files due to viruses, hardware failure, software failure, network interruptions, or unexpected reboot of the distributed equipment.

LAPTOP LENDING TERMS AND CONDITIONS OF USE :

* Only SPCOWs/ALs can apply for technology on behalf of a student at their designated school.
* SPCOWs/ALs must confirm that the student eligibility requirements have been met.
* Students that receive technology must participate in at least one tutoring session a week.
* If a student is not participating in the required tutoring sessions the SPCOWs and AL will be contacted and asked to speak to the student they nominated for the program to help them overcome the barriers preventing them from joining tutoring sessions. If appropriate, the SPCOW/AL is asked to inform The Halifax Helpers within a week of the barrier experienced by the student.
* The SPCOW/AL agrees to receive the technology and distribute it to the recommended student.
* After completing tutoring sessions from January until June (participation is not required for July and August) the SPCOW/AL must collect the technology and return it to Jaime Bent at Dartmouth High School. If the student is borrowing the technology for the summer, the SPCOW/AL must return it within the first week of schools starting up.
* The student has agreed to participate in the Technology distribution program and that the information in Part A can be given to The Halifax Helpers, HRCE and SchoolsPlus. All identifying information will be kept confidential, however non-identifying information may be used for evaluation and research purposes.
* Both SchoolsPlus Community Outreach Workers (or Assistant Leaders) and students must participate in a mid-year and end of year program evaluation. It is the responsibility of the SchoolsPlus Community Outreach worker to ensure that the evaluations have been completed.