

Instructional Support Services provides you with the opportunity to loan out devices for use in classrooms, meetings, or events. The devices that we have available on carts include laptops, chromebooks, iPads, and projectors. If you are looking for another device to loan, please contact our office to see if we have something to accommodate you.

If you would like to loan out a device, please follow the instructions below. You can loan out devices for a maximum of two weeks, provided that you return them to the office over the weekend so that we can ensure that they are locked up and charged for the next week.

## Loan Procedure

1. **Complete the Technology Request Form.** You can find this document on the [Forms](#) page of the BOCES website, or by following [this link](#) directly. You can print it out or complete it electronically. Be sure to specify the device(s) you need. Note the specifications for each device to ensure that you choose the device that fits your needs. If you are unsure of the device that will best suit you, please contact us and we can advise you. Return the signed form to Trisha or Deb in ISS.
2. **Pickup your Equipment.** At your scheduled time, your equipment will be available for you to pickup in the Instructional Support Services Office. See Trisha or Deb for assistance. If you loan a laptop cart, you will be provided with a key at the time of pickup. Should you leave the equipment unattended for any time (i.e. at lunchtime or the end of day), you must lock the carts up.
3. **Drop off your Equipment.** When you are finished with your equipment at the scheduled time, or if you are dropping equipment off on a Friday, please return the cart to Trisha or Deb. We will check it to ensure that everything is accounted for and that we have received everything that was loaned to you. If you ran into any issues that weren't addressed already, please let us know so that we can take care of the issue for the next requester.

If you have any questions, please contact:

**Trisha Li**

Instructional Support Services

(315) 253-0361 x5205

[tli@cayboces.org](mailto:tli@cayboces.org)