

### **Instructional Technology Center (ITC) Equipment Checkout Guidelines for Teachers in the Winthrop University-School Partnership Network**

Winthrop University is proud of the connections and support the College of Education provides to local schools and teachers. The Instructional Technology Center (ITC) is committed to serving these teachers, while also helping our students learn how to successfully integrate technology in the classroom. During field placements and internships, the ITC offers Winthrop candidates the opportunity to check out educational technology materials for use in the host/mentor teacher's classroom.

In addition, the ITC offers Partnership Network teachers the opportunity to check out these materials for use in their classrooms throughout the year. We have found that by offering this service, teachers are able to use educational technology tools which that they may not otherwise have access to, which helps determine if these are tools they would like to share with their district technology leaders as possible additions to instructional materials.

In order to provide this support, the ITC maintains these guidelines to ensure a smooth and fair equipment checkout process for all of its patrons.

1. Due to the responsibility associated with checking out and using ITC equipment, local area teachers interested in checking out equipment must currently be located in one of our Partnership Network schools.
2. Teachers who would like to borrow equipment from the ITC must attend a Winthrop sponsored professional development training on proper use of the items before checking them out.
3. All requests for materials should be directed to the ITC Director, Joyce Camp, at [campj@winthrop.edu](mailto:campj@winthrop.edu).
4. Winthrop students have priority access to ITC equipment. During the months of October, November, February, and March, Winthrop students place a high demand on the ITC's equipment and it may be more difficult for Partnership teachers to check-out equipment during this time.
5. Equipment may be checked out for the standard one week checkout period. Teachers who have requested items must come in to the ITC in order to checkout their equipment. Teachers will also be required to return to the ITC to check-in their equipment by the due date.
6. Equipment will be loaned per our checkout policy which can be found at <https://www.winthrop.edu/uploadedFiles/itc/201819EquipmentCheckoutPolicy.pdf>
7. At checkout, the teacher will need to sign the checkout form <https://www.winthrop.edu/uploadedFiles/itc/201819ITCEquipmentCheckoutForm.pdf> agreeing to comply with the standard ITC policies and procedures regarding appropriate use of the equipment, damaged or missing items, and late fees.
8. A school administrator will also need to approve the use of the equipment before checkout, stating that they are willing to cover the cost should loss or damage of equipment occur. This can be done through an email acknowledging responsibility to the ITC Director, Joyce Camp, at [campj@winthrop.edu](mailto:campj@winthrop.edu).