



**Agreement on the Loan of a Laptop/Tablet and Loan of Learning Materials, Books,
and Other Materials
between**

Vestfold County Municipality

(Org.nr. 929 882 385)

and

{Student Name} – {Student Birth Number}

1. General

1.1. Parties

This agreement is entered into between Vestfold County Municipality (the municipality) and the student for the rental of a laptop/tablet and the loan of learning materials, books, and other materials.

If the student is underage, the agreement is made with the student's guardian as the responsible renter and borrower.

By signing, I confirm that I have read the content of this document and accept the municipality's terms and guidelines for the use and handling of the laptop/tablet (hereafter referred to as the PC), Chapter 2. Learning materials, books, and other materials, Chapter 3. Signing and billing, Chapter 4.

The rental relationship between the municipality and the student is governed by the terms of this agreement.

This agreement is signed digitally here: <https://elevkontrakter.vestfoldfylke.no>

1.2. Ownership/Usage Rights

The PC/learning materials/books covered by this agreement are the property of the municipality. The student only receives usage rights for the PC.

2. Rental of PC

2.1. Data Equipment and Software Covered by the Agreement

The arrangement includes a PC with a charger and any additional equipment. In case of damage or loss, the terms of this agreement also apply to loaned PCs.

The following software groups will be installed in addition to the operating system:

- Office support programs (Microsoft Office 365)
- Other software used by the school in education

2.2. Use of the PC

The student is obligated to:

- Ensure the equipment is properly secured against damage and theft (e.g., store it in a locked cabinet, transport it in a backpack, use a rain cover, and carry it as hand luggage when traveling)
- Not lend the PC to others or leave it unattended
- Not install harmful/illegal software or any other software
- Not modify/copy the software already installed on the PC without special permission from the school
- Ensure regular backups
- Not remove any markings (type designation, serial number, etc.) from the machine
- Not mark the machine in any way, including with stickers

In case of suspected virus/malware or abnormal use of the PC, the student's account will be blocked. The student must contact IT for a review and reinstallation of the PC.

The municipality has the right to use software for monitoring network traffic and applications on the PC exclusively during exam periods. The purpose is to prevent cheating and alert about unapproved software on the PC. This right to monitoring is limited to the exam periods and will not apply outside these times.

The use is regulated by the municipality's code of conduct for upper secondary schools.

2.3. Service and Warranty

The student is obligated to deliver the PC to IT technical personnel for necessary upgrades, error correction, and service. If the student interferes with the PC or allows others to do so, the warranty will be void, and the student may be liable for compensation.

If needed, the school will provide the necessary equipment for the student.

The student must report warranty issues promptly. This also applies to damage to any loaned PC.

2.4. Damage and Loss

Damage

All faults in the equipment, as well as damage and loss, must be reported to the school as soon as possible, no later than 14 days after the incident.

The student should not attempt to repair damage themselves but should leave this to the school. Maintenance performed by anyone other than approved service providers will result in the damage not being covered.

In case of accidents, a deductible may be required. The deductible will vary depending on the extent of the damage.

If a PC is damaged or lost due to negligence or intent, the student/guardian must cover the repair costs or pay the remaining value of the PC according to the municipality's current guidelines.

Examples of negligence in some situations may include:

- Improper storage of drinks/liquids in the same bag/backpack as the PC.
- Use in unsuitable places (e.g., near sand, dirt, water, welding equipment, or other machines that could damage the PC in a workshop, etc.).
- Leaving the PC unattended by the student or classmates.
- Improper handling during transport.
- Damage from improper placement of the PC such that someone sits on it.
- Improper placement, for example, on heights, the floor, or on an edge, etc.
- Objects placed between the keyboard and screen, such as stapled papers.

Theft

In case of theft, the student must immediately report this to the police, and the school must receive a copy of the theft report.

In case of theft of the PC from private or public places, including the school, the student/guardian is responsible for covering the loss, possibly through their own insurance. Theft insurance is recommended.

3. Loan of Learning Materials, Books, and Other Materials

This agreement applies throughout the school term for learning materials, books, and other materials.

All materials the student borrows are the property of the school.

Upon completion of schooling, completed subjects, or discontinuation of schooling, all learning materials must be returned to the school. Learning materials not returned by the agreed time will be considered lost, and an invoice will be sent to the student/guardian according to the applicable rates.

Other books and materials are provided throughout the school year in accordance with the adopted terms and routines.

3.1 Handling Borrowed Materials from the School Library Service

All loans must be registered under the student in the library's loan system.

The student is obligated to:

- Handle borrowed materials properly so that they are not subjected to unnecessary wear or damage
- Not use markers, underline text, or write notes in borrowed books
- Ensure that the barcode/RFID chip is maintained

3.2 Damage and Loss

In case of loss, damage, or destruction of borrowed materials, the student/guardian is fully liable for compensation.

Materials will be reminded twice by the school library before a claim for compensation is made. It is the borrower's responsibility to provide a receipt for returned materials. The receipt is automatically sent via email. Loan status, reminders, and invoices can also be checked by logging into My Page in BiblioFil.

For more information on rates for damage and loss, see the link:

<https://vestfoldfylke.sharepoint.com/sites/innsida-varorganisasjon/Innsidafellesdokumenter/30928348584efeabd391080ca553a984-Satser%20for%20erstatning%20av%20skadet%20eller%20mistet%20utl%C3%A5nsmateriale%20fra%20skolebibliotekstjenesten.pdf?web=1>

4. Signing and Billing

I confirm by my signature that I have read the content of this document. By signing, I accept the municipality's terms and guidelines for the use and handling of the PC and the terms and guidelines for the use and handling of borrowed learning materials, books, and other materials.

In case of recovery of compensation for damage and loss of the PC, learning materials, books, and other materials, or failure to return materials as per the agreement, the student will receive an invoice.

If payment is not received, the student will receive a reminder with reference to debt collection. The municipality may transfer the right to collect payment to another party.

For students under 18 years old, the guardian who signed as the responsible renter will be liable for any payment claims.

Vestfold County Municipality
Place and Date: Tønsberg, August 2025

Liv Marit Hansen
Director of Education and Dental Health

Student and Guardian

Place and Date	Under 18 years old - responsible guardian's signature
Student's name (capital letters)	Guardian's name (capital letters)
Student's signature	Guardian's signature