



**Agreement for the Loan of Laptops/Tablets and Loan of Free Educational Materials,  
Books, and Other Supplies  
between**

**Vestfold County Municipality**  
(org.nr. 929 882 385)  
and  
{studentName} – {studentID}

## **1. General**

### **1.1. Parties**

The agreement is entered into between Vestfold County Municipality (the municipality) and the student for the loan of a laptop/tablet, free educational materials, books, and other supplies.

In cases where the student is not of legal age, the agreement is made with the student's guardian as the responsible borrower.

By signing, I confirm that I have read the contents of this document and accept the municipality's terms and guidelines for the use and handling of the student's laptop/tablet (hereinafter referred to as PC) and free educational materials.

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

This agreement can be digitally signed here: <https://elevkontrakter.telemarkfylke.no>

### **1.2. Ownership/Rights of Use**

The equipment/materials/books covered by this agreement are the property of the municipality. The student only receives a right of use during the loan period.

## **2. Loan of Laptop/Tablet**

### **2.1. The computer equipment and software covered by the agreement**

The scheme includes a laptop/tablet/MacBook with charger and possibly additional equipment. The terms of this contract also apply in case of damage or loss of the loaned PC.

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

- office support program (Office365)
- antivirus program
- other software used by the school in education

### **2.2. Use of equipment**



**The student is obligated to:**

- ensure that the equipment is securely protected against damage and theft (e.g., stored in a locked cabinet, transported in a bag, using a rain cover, and carried as hand luggage during travel)
- not lend the laptop to others or leave it unattended
- not install harmful/illegal or other software
- not alter/copy the software already installed on the laptop without special permission from the school
- regularly back up data
- not remove markings (type designation, serial number, etc.) from the machine
- not mark the machine in any way, not even with stickers

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

The municipality is entitled to use software for monitoring network traffic and applications on student PCs exclusively during exam periods. The purpose is to prevent cheating and notify about unauthorized software on student PCs. This right to monitoring is limited to exam periods and does not apply outside these times.

Students do not have administrative rights to the loaned PC. Use is governed by the municipality's disciplinary regulations for upper secondary schools.

### **2.3. Damage and loss**

All equipment faults, damages, and losses must be reported to the school at the earliest opportunity, no later than 14 days.

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 non-coverage of damage.

In case of damage, an excess must be paid. The excess amount will vary depending on the extent of the damage.

Damage or loss due to negligence/carelessness or student's intent will be fully charged to the student/student's guardian. If a PC is damaged or lost due to negligence or intent, the student/student's guardian must cover the repair or pay the residual value of the PC

Examples of negligence include (but are not limited to):

- Careless storage of drinks/liquids in the same bag as the PC
- Use in unsuitable locations (e.g., near sand, dirt, water, welding equipment, or other machines that can damage the PC in a workshop, etc.)
- Leaving the PC unattended by the student themselves or classmates



- Careless handling during transport
- Damage from improper placement of the PC so that it is sat on by the student or others
- Improper placement such as from heights, on the floor, or on an edge, etc.

## **2.5. Theft**

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

In case of theft of a PC from private or public places, including the school, the student/student's guardian is responsible for covering the loss, if applicable using their own insurance. Theft insurance is recommended.

## **3. Loan of free educational materials, books, and other supplies**

This agreement applies throughout the school period or for one school year at a time for free educational materials, books, and other supplies.

All materials borrowed by the student are the property of the school.

At the end of schooling, completed subject, or interrupted schooling, all educational materials must be returned to the school. Educational materials not returned by the agreed deadline are considered lost, and an invoice will be sent to the student/guardian according to current rates.

Other books and materials are delivered continuously throughout the school year in accordance with established conditions and procedures.

### **3.1 Handling of borrowed materials from the school library service**

All loans must be registered to the student in the library's lending system.

The student is obligated to:

- handle the educational materials responsibly so that they are not subjected to unnecessary wear and damage
- not use a highlighter, underline text, or write notes in borrowed books
- ensure that the barcode/rfid tag is preserved

### **3.2. Loss and damage**

In case of loss, damage, or destruction of educational materials, the student/student's guardian has full liability for compensation. Claims for compensation are not waived even if the educational materials are returned after the deadline. In special cases, claims for compensation may be waived.



#### 4. Signing

##### **Agreement for the loan of laptop/tablet, free educational materials, books, and other supplies**

I confirm that I have read the contents of this document.

By my signature, I accept the municipality's terms and guidelines for the use and handling of the student's PC and the terms and guidelines for the use and handling of borrowed free educational materials, books, and other supplies.

In case of compensation collection due to non-return of student PC/tablet, free educational materials, books, and other supplies, or negligence according to the contract, the student will receive an invoice. In case of non-payment, the student will receive a written reminder referring to debt collection. The municipality may transfer the right to collect payment to another party.

For students under 18 years of age, the guardian who has signed as the responsible borrower will be liable for any claims for non-payment.

Norwegian general liability rules apply to the use and handling of the computer. You are fully liable for loss, theft, or damage, both due to intent or negligence. In other cases of loss, theft, or damage, you must pay an excess per incident for repair or replacement equipment.

Vestfold County Municipality

Place and date: Tønsberg, August 2024

Liv Marit Hansen

Director of Education and Dental Health

##### **Student and Guardian**

<b>Place and date</b>	<b>Under 18 - guardian's signature of responsibility:</b>
The student's name (block letters)	Guardian's name (block letters)
The student's signature	Guardian's signature