



## Loan agreement for digital unit

### Parties

- **Lender:** Student's school in Vetlanda municipality, hereafter referred to as the school
- **Borrower:** Pupil enrolled in elementary or primary school, upper secondary or secondary school in Vetlanda municipality, hereafter referred to as the student.
- **Digital device:** iPad, computer or Chromebook with accessories (chargers, storage cases and software)

### Introduction

The municipality of Vetlanda offers its students the disposal of a digital device even outside school hours during the terms the student is enrolled in one of the municipality's schools.

The purpose of the loan of a digital unit is to give students more equal opportunities for changed working methods and opportunities to develop competitive digital skills for future studies and work.

For an individual student to receive a digital device that can be used even at home, the student and guardian of the unauthorized student must read through and be responsible for following the rules that apply to the loan. The student then undertakes to comply with the following conditions and is aware that the school has the right to withdraw the digital device if the rules are not followed. If you choose not to borrow a digital device, the school will provide a unit for the student at the lessons where needed.

### Loan period

The loan of a digital device applies during the period when the student is enrolled in the school. The unit must be returned in good time before school closures in year 3, 6 and 9 or after completed upper secondary school. If the student discontinues his or her education earlier than planned, is suspended or expelled from the school, the digital device must be returned immediately without prompting. At the end of the loan period, the digital unit, with the exception of normal wear and tear, shall be considered in good working order.

## Care and use

- The digital device should always be kept under surveillance. In cases where this is not possible, it is stored in the student's locker or classroom. This means that reasonable security measures must be taken with regard to the unit's sensitivity, durability, value and theft, so as to avoid damage and loss as far as possible. When transporting, the digital unit must be stored in a bag.
- The digital device must never be left unattended or handled carelessly.
- The digital unit may not be rented or lent, sold, pledged or otherwise transferred or disposed of by a student other than a signed student.
- The student is responsible for bringing the digital device to school all school days (not open-air days and the like). The unit should be fully charged at the start of the school day. The student will take home the unit after the end of the school day. During holidays and vacations, the digital unit must be stored at the pupil's home. The digital device must not be taken abroad.
- The digital unit should primarily be used for school work. It is not allowed to use the device in a manner that is in violation of the school's rules of procedure or applicable legislation. Internet traffic is logged for everyone's safety. Interfering activities, eg abuse of system resources and attempts to bypass system and configuration are not allowed.

## Student account

The student gets access to the school's wireless network through a personal login account. This gives the student access to his own e-mail address and Office 365. The student account is personal, and the student is responsible for no one else being able to access it.

## Software, installation and backup

The digital device is equipped as standard. Other apps / programs that can be included in the training are installed if needed. The pupil is responsible for ensuring that no prohibited or pirated software is installed or installed on the digital device.

## Service

In case of problems or questions, the student and the guardian can contact the school's contact person for lending digital devices. Vetlanda municipality has signed support and service agreements with the supplier, which means that the digital unit may need to be sent away for service.

## Damage, loss and investigation of incident

Most of the digital devices are linked to a portal for handling various functions. If a digital device, or its accessory, is damaged or lost during the loan period, the student must immediately notify the school contact person. The digital device then is made unusable for other users. In the event of theft, the custodian and the student are

responsible for promptly reporting to the police and handing over a copy of the theft report to the school.

In the event of injury or loss, an investigation is always carried out regarding what has happened where the student and the guardian should be helpful. If the investigation shows negligence, a student may become liable under the law "Skadeståndslagen". The case is then tried on the basis of civil law. The custodian of an unauthorized student or of an adult student may be charged between SEK 1000 and 6000 depending on the model and age of the digital unit. The custodian or the pupil may himself be responsible for any notification to his own insurance company to cover the municipality's compensation claim.

In the event of damage or loss of the digital unit, a student may borrow an equivalent unit during the school day until the investigation is complete. Upon completion of the investigation, the student is offered a new digital unit for lending.

## **If the instructions are not followed**

The school has the right to investigate the login account and the content of the digital device for operational purposes and for justified suspicion of a violation of the applicable instructions and laws. In case of suspected illegal action, the school always makes a police report.

If the conditions are not complied with, the school can demand the digital unit back with immediate effect. The unit must then be returned to the school in good condition immediately.

If the digital unit is not returned at the end of the loan period, the student will be obliged to replace the digital unit. Invoice will then be sent to the statutory student or custodian of the unauthorized student.