



**Agreement on the Rental 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 payment, 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 a usage right until the PC is bought out and privatized.

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 are 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 in a locked cabinet, transport 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 change/copy the software already installed on the PC without special permission from the school
- Ensure regular backups
- Not remove labeling (model type, serial number, etc.) from the machine
- Not mark the machine in any way, including with stickers

In case of suspected viruses/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 to monitor network traffic and applications on the PC exclusively during exam periods. The purpose is to prevent cheating and notify of unapproved software on the PC. This right to monitoring is limited to the exam periods and will not apply outside these times.

The usage 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 personnel for necessary upgrades, error corrections, and service. If the student or others interfere with the PC, the warranty will be void, which may result in liability for compensation.

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

The student must report warranty issues as they arise, no later than June 20 of the third school year after the agreement is made. This also applies to damage to any loaned PCs.

2.4. Damage and Loss

Damage

All faults in the equipment, as well as damage or 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 the 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, such as sitting on the PC.
- Improper placement in places like heights, floors, or edges, etc.
- Objects placed between the keyboard and the 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 by using their own insurance. Theft insurance is recommended.

2.5. Right to Take Over Equipment

General Terms for Takeover

To take over the PC, the student must have paid three years of rental and completed their schooling. The PC will then be opened so that the student can manage it themselves. The Microsoft Windows operating system license will be made available, but not the Microsoft Office 365 license. All other software will be deleted.

If the student does not follow the instructions for transferring the PC to private ownership at the end of their school term, the municipality has the right to reinstall and delete content on the PC without further notice. This may result in the loss of data, programs, and settings stored by the student.

Exchange Student

The student may take the PC if they will be studying abroad. If absent for more than six months, the PC must be set up for private use, and the student must pay the remaining rental amount. The student will then be the administrator of the laptop and can install programs as needed. When the student returns to school after their exchange, they must contact the school's IT service desk to have the PC prepared for school use again.

Changing Schools

If the student changes schools within the municipality's public schools, they must bring the PC to the new school.

If the student transfers to a private school or a public school in another county, the student must pay the remaining share of the PC rental according to the right in the Education Act regulations. The student may also return their PC to the school, subject to the terms in the next section.

The student should contact the new school for information on the rules for using the PC.

Discontinuing Schooling

If the student leaves before October 1st of the same year the agreement was made, they do not have the right to take over their PC, and it must be returned to the school. If the student leaves after October 1st and wants to keep the PC, the remaining rental payments must be paid. If the student leaves after October 1st and does not want to keep the PC, the student must pay for the rental for the academic year they started.

Further Studies, e.g., General Study Competence

The student may use the same PC that has been taken over after Vg2/Vg3 in further studies or apprenticeship within the municipality. The same applies for additional training.

If a student cannot use their previously assigned PC, they can sign a new agreement and borrow a PC for an annual rental. This PC must then be returned after the school is completed.

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 of 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 are followed up 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. A receipt is automatically sent by 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 Payment

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.

Payment of PC Deductible

For the PC, the student must pay an annual rental for three years. The student pays in advance once per school year via the municipality's electronic payment system:

<https://elevkontrakter.vestfoldfylke.no>

The rental corresponds to the lowest rate for equipment grants from Lånekassen, and it is adjusted annually.

Invoice for Damage and Loss.

In case of collection of compensation for damage and loss of PCs, 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