



## Loan agreement for digital device

Name of school

### Background

During your time as student, the school will loan you certain learning devices like books and digital devices. These learning devices are tools that are to be used for achieving the goals of the education.

### Definition

**Digital devices** are a collective name that describes various technical tools that are used. Digital tools include everything from web services and apps, such as Vklass, Instagram, Google, to computer, tablets and its programs and other technical devices such as smart mobile, camera and projector.

Who owns the digital device that you have loaned?

NAME OF SCHOOL owns the learning devices and loans them out to students.

Who may use the school's digital device?

The device is for personal use only, which means that they may only be used by the student who has loaned it. The student may not let anyone else borrow such device, nor may the digital device be rented out, sold, pawned or in any other way transferred to another person.

What may the digital device be used for?

The device is intended for use by the student for completing schoolwork. The student is responsible for ensuring that he or she has the device on hand when use of it is required during school hours. The device may also be used at home for completing schoolwork in accordance with the information in this document.

What things do I need to think about when storing and using the device?

Once the student takes possession of the learning device, he or she becomes responsible for it. Certain learning devices, such as digital devices, are theft-prone property. As such, they should never be left unattended or at school after the end of the school day. The student must treat the digital device with care, store it safely and use it in the way stipulated. The digital device must be stored in its protective case when it isn't being used and during transport. Liquids should never

be stored with device or consumed when using the device (to avoid damaging it from a spill).

If something happens – what are the consequences?

At school, the same rules apply as in society. The digital device that you are using is only a loan and the device belongs to the school. If the digital device becomes damaged, gets destroyed, is lost or subject to more than the normal wear and tear, the school may demand reimbursement from you and/or your guardian. This applies to students who have been reckless in their use of the device. An assessment is made in each individual case. The principal of the school will make the final decision on any claims for financial reimbursement. The municipality has procured services for such things as repair of digital devices. Accordingly, students may not repair digital devices themselves.

How long may the digital device be used?

The digital device may be used up until the point when the student has completed his or her studies at the school. The digital device must then be returned without delay. If the student does not return the digital device upon completion of his or her studies, the student and/or guardian may be liable to pay compensation. If the digital device is used in a way other than what is stipulated here, the school may demand that the student immediately returns it.

The school is entitled to demand that the digital device is handed in when maintenance, updates or inspections are required for example, during long vacation periods or when the student is absent from school.

Digital devices and use of networks and Internet

Disseminating text, photos or audio that could be perceived as offensive may be a criminal offense. The student must use respectful language, show consideration for others and respect all copyrights. When using the network and Internet, the student must observe the following:

The student is responsible for how his or her personal account is used. The student's personal account is to be used when doing schoolwork to solve tasks, along with creating, producing and searching for information. This means that the



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student may use Internet, email and the other software that is available for schoolwork and which has been approved by the school.

When the student uses the digital device to search for information on the Internet/intranet, use email or similar, the student must always represent him or herself using the student's own name.

It is forbidden to install illegal or pirated material on the digital device. Neither may software that has been installed on the digital device by the School be copied or installed on another digital device (such as one at home) without the School's permission.

*It is also forbidden to:*

Intentionally spread virus files or sabotage software,

send email or other messages to a very large number of recipients (spam),

hack (gain unauthorized access) into computer systems (networks) or libraries, locally or internationally or sabotage someone else's computer(s) or computer networks,

copy or spread material that contains violence, terror, persecution of ethnic groups, racism, pornography, install software of anything else that can damage IT environments, nor software that requires a license unless the school has not informed that it exists.

The student is responsible for making any backup copies and for storing digital content locally on the digital device. The school does not take any responsibility for content that is lost or destroyed in some way.

The school is entitled to, without prior notice, check what has been stored or installed on the digital device that the student has loaned. If there is suspicion of crime, the police will be notified in accordance with prescribed procedures.

GDPR

### **Data Controller**

Name: Utbildningsnämnden

Email address: utbildningsforvaltningen@lund.se

### **Types of personal data processed**

The types of personal data we process are your name, address, personal identity number, class, location.

### **Purpose of processing**

At the City of Lund Education Committee (Utbildningsnämnden), we collect and store this personal data in order to process your application. The processing operations we conduct are collection, processing, storage, transfer, deletion and archiving.

### **Lawful basis for processing**

Processing your personal data is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller (Article 6.1 e of the GDPR).

### **Retention period**

Utbildningsnämnden processes your personal data in compliance with the General Data Protection Regulation (GDPR).

We retain your personal data in accordance with our archiving obligation.

The personal data will be processed and then deleted one year after completion of your studies in accordance with the current data retention policy.

### **More information**

For more information about how the City of Lund processes your personal data, please visit [lund.se/gdpr](http://lund.se/gdpr) (in Swedish).

You have the right to request access to your personal data, that any inaccuracies be rectified and that the processing of your personal data be restricted. For more information, please send an email to: [dataskyddsbud@lund.se](mailto:dataskyddsbud@lund.se)



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Student's name		Class	
Student's personal ID number (ten digits)	Location		Date
Student's signature		Printed name	
Guardian's signature		Printed name	
Guardian's signature		Printed name	
Type of digital device (filled in by the school)	Date of issue (filled in by the school)	Signature (filled in by the school)	
Serial number of the digital device (filled in by the school)	Theft protection ID of the digital device (filled in by the school)		
Date when the student returns the digital device (date and signature, filled in by the school).			