



INFORMATION FOR PUPILS AND GUARDIANS

Rules for borrowing computers

When you borrow a personal computer for school work in one of Gothenburg's municipal schools both you, the pupil, and you, the guardian, are responsible for the computer. This means that you have to take good care of it and follow the rules for the loan. The computer is owned by the City of Gothenburg and you may not lend, rent out, sell, pawn, or in any other way infringe the City of Gothenburg's ownership right. "Computer" in this context means a digital device for learning that your school uses and distributes to its pupils, e.g. Chromebook, iPad, PC or Mac. The school will decide whether you are allowed to take the computer home after school.

Rules for use and conduct

The integrity and equal dignity of all people and a ban on personal attacks

When using the computer you must respect the equal dignity of all people, use civil language and protect your own as well as other people's integrity. Personal attacks are never allowed. You may not visit websites with offensive or abusive content, nor save images or text that could be perceived as offensive or abusive, unless this has been agreed with a teacher as a part of your school work.

Handling, storage and transportation

When you borrow a computer you take on the responsibility for its handling, storage and transportation. You must always handle, store and transport the computer in a safe manner, so that it does not become damaged or disappears. This applies in school as well as outside of school. For example, you must never leave the computer unmonitored in places where there is a risk it will get stolen. When you transport the computer you must always use the protective case it came with.

Report if it gets stolen or lost

If you lose the computer or it gets stolen you must immediately report this to the school. If it happens on the school campus the school will file a police report. If it happens outside of school, you as the guardian must file a police report. You must then hand in a copy of the report to the school.

Operational malfunctions, service and maintenance

If the computer develops some kind of operational malfunction you must immediately report this to the school. School staff will help you send the computer for service. The school is entitled to have access to the computer to

make software upgrades and carry out service, functionality checks and maintenance when this is necessary.

When you return the computer

When the loan period ends you have to return the computer, along with its charger and any other accessories, to the school within a week, unless something else has been agreed. The computer and its charger must be in the same condition as when you received them, aside from normal wear and any damage covered by warranty. If any cost is incurred in connection with returning the computer, e.g. transportation costs, you as pupil or guardian have to pay for this. When you return the computer the school has to give you a receipt.

If you break the rules

If you break the rules, the school is entitled to take the computer back. If there is a suspicion that you are not using the computer according to the rules, the school is also entitled to inspect your browsing history and the contents of computer's hard disk. In the event of such an inspection, the school will contact both pupil and guardian. If damage to the computer or its accessories occurs because of your negligence, or if it is stolen or lost because you stored it negligently, the City of Gothenburg may demand financial compensation.

Loan period

You may borrow the computer for as long as

- a) you follow the rules for borrowing a computer.
- b) you attend the school in question.

There may, however, be other circumstances beyond the school's control that lead to the loan period being altered.

Processing of personal data

Information about how your personal data are processed can be found on the City of Gothenburg's website. Search for "Så behandlar grundskoleförvaltningen personuppgifter" and have the page that appears translated into English under "Other languages" at the top.

Confirmation that you have read and accepted the rules laid out above

As the pupil's guardian you have to sign the Swedish confirmation document. That document was sent to you together with this information sheet. If you have joint custody of the pupil with another guardian, you both have to sign the document.

The signed document must be handed in to the school in connection with the loan of the computer.