



Instructions for use

Attachment to: ***Agreement to borrow a laptop or tablet***

These instructions for use may be amended in view of applicable legislation, court rulings or regulatory changes by the municipality, insurance company, etc. The student is responsible for keeping up with any amendments to the instructions. The school is responsible for reviewing any amendments with the student and notifying her/his parents.

A. Regulations for use of the school's computer network

All user data that the student receives in order to log on to a laptop, computer network or other IT system are personal. The student shall protect the password such that nobody else can use it.

Handling personal accounts

The student is responsible for the way in which the personal account and laptop are used. The purpose of the personal account is to solve problems, as well as create, produce and search for information as part of the student's schoolwork. In other words, the student may use e-mail, the Internet and other software that has been made available for schoolwork and that has been approved by the school. The same rules apply to handling and general conduct as in the community at large.

Behaviour

Because the student represents the school, (s)he shall use proper language, show respect for others on both the school's network and the Internet, and refrain from insulting or attacking people personally.

The student shall use her/his real name on the Internet or intranet, when e-mailing, etc. Keep in mind that the student is always communicating with another person or something that a person has created. Remember the Golden Rule: *Do unto others as you would have them do unto you*. That is as true as ever in the age of e-mail, listservs, discussion groups, chatrooms and social media.

Publication: Any material published on the Internet shall clearly indicate the student's name, school and class.

The student may not:

- intentionally spread viruses or malicious software
- spam (send e-mail or other messages to a large number of people) – refer to the school's regulations
- hack computer systems, networks or libraries in Sweden or abroad and use or install malicious software on the computers or networks of others
- copy or spread material containing violence, terror, incitement to racial hatred, racism, pornography or bullying by means of images, films, written content or other files





- copy, store or publish copyrighted material; the school may prepare agreements about the way that various media can be used as part of schoolwork – information about the agreements is available at the school.
- order or purchase goods and services online that the school has not approved
- install software, etc., that can damage the IT environment or programs that require licences unless the school has announced that they have been obtained
- spread personal data or publish photos of another student without having attained the approval of the student's parents, or the student if she/he is 18 or older

B. Damage, defects, loss, installation and adjustment of laptops

The student may not repair, otherwise adjust or label a laptop as s(he) pleases without the school's consent.

The school is responsible for repairing a laptop; the student is responsible for immediately notifying the school of any damage or defects.

Under certain circumstances, the student may be liable for damage – householder's insurance may cover such expenses. The student and her/his parents shall find out whether the school offers an insurance policy and what their householder's insurance covers.

The school is entitled to demand that a laptop be turned in when it requires adjustment, updates or inspection (such as over extended holidays or when the student is absent from school).

C. Backing up and storing data

Grades are based on the student's schoolwork. The school is responsible for providing storage space; the student is responsible for keeping schoolwork at that location.

