

Valga County Vocational Training Centre
Conditions for free of charge use (rental) of a laptop

In the case of the free of charge use of laptops by a student (hereinafter the Lender) for the purposes related to studies, an instrument of delivery and receipt shall be prepared with the student's adult representative. Computers are rented for the purpose of conducting remote/e-learning to students in vocational secondary education curricula in coordination with the course leader.

1. The rented laptop computer (hereinafter the Computer) belongs to Valga County Vocational Training Centre (hereinafter the School).
2. The School shall hand over the Computer to the Lender on the basis of an instrument of delivery and receipt (hereinafter the Instrument) stating:
 - 2.1. date of drawing up the Instrument;
 - 2.2. the name, personal identification code or date of birth, and the number of the personal identification document of the Lender;
 - 2.3. make and model of the Computer;
 - 2.4. serial number of the Computer, or fixed or small asset code;
 - 2.5. the agreed value of the Computer;
 - 2.6. final term of use of the Computer.
3. The School may prepare one (summary) Instrument for several Computers rented on the same date. The Instrument is drawn up in one original and is in the possession of the School. The Instrument is signed by the Lender and the IT specialist or other representative of the School.
4. The School will hand over the Computer with the original software package. The licence for the software included in the original software package is owned by the School. The date of handover of the Computer is considered to be the date of preparation of the Instrument and the signature of the Lender on the Instrument confirms the receipt of the Computer.
5. By signing the Instrument, the Lender confirms that it undertakes to:
 - 5.1. ensure the preservation and maintenance of the Computer;
 - 5.2. compensate the School in full for any damage caused due to the Lender's actions or omissions in accordance with the agreed value of the Computer specified in the Instrument;
 - 5.3. reimburse the costs of repairing the failure if the failure is due to the fault of the Lender (water damage, physical damage, loss of parts);
 - 5.4. not make changes to the hardware and software configuration of the Computer;
 - 5.5. not download, store, or distribute illegally acquired software in the Computer;
 - 5.6. subleasing the Computer is prohibited;
 - 5.7. the Lender is responsible for storing their data on the Computer (making backups);
 - 5.8. return the computer in the event of a hardware failure and inform the School of the failure;
 - 5.9. return the computer by the date of expiry/termination/cancellation of free of charge use in the condition corresponding to the intended use;
 - 5.10. submit the Computer at the request of the School for review with three-working days' notice;
6. The School has the right to unilaterally cancel the rental agreement of the Computer if the Lender uses the Computer belonging to the School in conflict with the purpose of the Computer or these terms and conditions.
7. If the Lender is expelled from the School or if the Lender goes on academic leave, the right to use the Computer free of charge expires and the Lender must return the Computer on the date of registration of the respective decision in the school's document management information system.
8. If the Lender does not return the Computer within ten (10) calendar days from the date of expiry of the right of use or registration of the decision specified in clause 7 of the order, the School has the right to demand compensation for the value of the computer in the amount specified in the Instrument.
9. Changes to the terms of the right of use shall be made by written agreement between the School and the Lender.

10. Disputes arising from the right of use shall be settled by agreement between the School and the Lender; if an agreement is not reached, the dispute shall be settled in court pursuant to the procedure prescribed by the legislation of the Republic of Estonia.

**INSTRUMENT for the free of charge use
(rental) of a laptop**

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Date of drawing up the Instrument

.....
Name of the Lender

.....
Personal identification code of the Lender (or date of birth and the number of a personal identification document):

.....
Serial number of the Computer, or fixed or small asset code

.....
Agreed value of the Computer

.....
Final term of use of the Computer

I hereby confirm that I have read the ‘Conditions for free of charge use (rental) of laptops’

Signature of the Lender

Signature of the School’s representative.....