

## Appendix 9. Green Asia Education Center-Internal Regulations for Lending Laptop Computers

### Green Asia Education Center – Internal Regulations for Lending Laptop Computers

Directive of the Center Director

March 18, 2013

#### (Purpose)

Article 1 – These regulations prescribe the necessary matters regarding lending of laptop computers to students (hereafter “Course Students”) registered in the Green Asia Education Center (hereafter “the Center”).

#### (Lending)

Article 2 – Course Students may borrow laptop computers as part of Center education.

2 – In addition to those individuals established in the preceding provision, also those individuals permitted by the Program Director.

#### (Lending Period)

Article 3 – The lending period shall be the time during which the Course Student is registered.

#### (Lending Procedures)

Article 4 – Each student shall individually lend or borrow materials.

2 – When borrowing, the student shall record his or her name and the day of borrowing on the lending box.

#### (Lending Amount)

Article 5 – The number of computers that can be borrowed shall be in principle one computer per person.

#### (Returns)

Article 6 – In the event that the Course Student is completing the course of study or withdrawing from school, the Course Student shall return borrowed computers no later than one week before the day of completion or withdrawal.

2 – Returns shall be performed by the student who has borrowed the computer.

3 – When returning, the student shall record the date of return on the lending box in his or her own handwriting.

4 -- When returning, the student should remove all personal data from the laptop computer.

#### (Conditions)

Article 7 – Users must observe the following conditions.

2 – During the period of use, the student should satisfactorily manage the personal computer as one’s own responsibility.

3 – In the event that the machine has been lost or damaged, the student should notify the Center administrative office immediately and comply with the office’s instructions.

4 – The Student should not use the borrowed machine for other purposes, such as lending to others.

#### (Repayment)

Article 8 – In the event that the individual borrowing the computer has lost, broken, or dirtied the machine as a result of substantial negligence, he or she may be asked to compensate for it with a new machine or with an equivalent monetary payment.

(Illegal Activities)

Article 9 – Do not engage in activities that are contrary to intellectual property and personal information protection laws.

2 – Do not engage in illegal activities, or slander or malign others on the network.

(Usage Warnings)

Article 10 – The Center is not responsible for data that is lost due to damage to the lending computer's hardware, the introduction of computer viruses, etc.

2 – As regards security, perform Windows Update and anti-virus software updates as scheduled.

(Administration)

Article 11 – The Center administrative office shall perform administration related to the lending of computers.

These internal regulations are effective as of March 18, 2013.

March 18, 2013

Green Asia Education Center