

Guidelines for the Free Laptop PC Rental Service

for Education and Research Support

For Rentals Starting from January 2020

To enhance our support for students' study and research activities, the University of Tokyo has started a free laptop PC rental service for students who have received tuition fee exemptions.

Please make good use of this service in your study, research and student life.

1. Purpose of the service

To enhance our support for students' study and research activities

2. Eligibility

Out of the students who have received tuition fee exemptions, students who are recognized as having particularly extreme financial difficulties

3. Rental period

2020/ 1/27 ~ 2020/10/30 (Please return the PCs on time.)

4. Rental fee

Free of charge

5. Number of PCs

17

6. PC details

➤ Hardware

15-inch laptops designed for general office use

➤ OS

Windows 10 (During support period by Microsoft)

➤ Microsoft Office software

The University of Tokyo has contracted with Microsoft to provide Microsoft software campus-wide. Please download and install the software from the URL below.

Office software: Office 365 ProPlus

Information website from the Division for Information and Communication Systems

URL: <https://www.u-tokyo.ac.jp/adm/dics/ja/mslicense.html>

➤ Security software

Security functions are included within the Windows 10 OS.

7. How to apply

Please download from the URL :

https://www.u-tokyo.ac.jp/ja/students/welfare/h01_02_08.html

to obtain “Application Form”(Form 1). After obtaining “Application Form” (Form 1), please complete and submit it to the contact address below by e-mail. If you have difficulty using e-mail to submit the form, please contact the department listed in “18. Contact department.”

【Due date】 2019 /December/ 20th (Fri)

【Contact】 Education and Student Support Department, Student Scholarship and Welfare Group, Scholarship Team

【E-mail address】 pcuse.adm@gs.mail.u-tokyo.ac.jp

When applying, please put “(Application) Laptop PC Rental” in the subject line of your e-mail.

8. Application screening

Due to the limited number of PCs, rentals will be decided in the order of applicants who have been recognized to have the particularly extreme financial difficulties out of the applicants who have received tuition fee exemptions.

If the level of financial difficulty is deemed to be equivalent, rentals will be decided by a fair lottery.

9. Application results and picking up PCs

Successful applicants will be notified by e-mail concerning details such as the place and schedule for pick-up. –Successful applicants must submit the “Certificate and Agreement for PC Rental” (Form 2) upon pick-up.

【Announcement of results】 2020/January/8th (Wed)

Only successful applicants will be notified of the results. Please understand that students who were not selected will not be informed.

We will inform the successful applicants via the e-mail address written in the “Application Form” (Form 1). Successful applicants who had contacted us previously regarding the difficulty of using e-mail to submit their applications will be informed via

alternative means.

10. Information security education course

You must take an e-learning course for information security education by the Division for Information and Communication Systems. You cannot borrow a PC unless you have completed the e-learning course. Please check UTAS site to check whether you complete the course. If you have questions regarding the course, please contact the department listed in “18. Contact department.”

UTAS: <https://utas.adm.u-tokyo.ac.jp/campusweb/campusportal.do>

11. Important information

Please read and agree to the following information before applying.

12. Rules for using the PC

The PCs in this service are leased to the University of Tokyo by a vendor. After the PCs are used by students and returned to the University, they will be reset and rented out to the next group of students. The University of Tokyo will return the PCs to the vendor when the lease period has expired. Please understand that the PC is not your property. If you are renting a PC, treat it carefully and responsibly and return it by the due date. At the time of pick-up, you assume complete responsibility for the PC. The University of Tokyo will not assume any responsibility from that point forward.

13. Prohibited actions

The following actions are prohibited. If you are found to have committed one or more of these actions, any future applications you make for this service may be rejected.

- Change in the configuration of hardware

Change in the configuration of hardware, including upgrading memory, is prohibited.

- Any act in violation of the law

Please read and observe “Guidelines for Information Ethics and Computer Use” to understand proper PC use.

“Guidelines for Information Ethics and Computer Use”

URL: <https://www.u-tokyo.ac.jp/content/400098733.pdf>

- Lending a PC to a third party
- Extending the rental period
- Applying to this service during the rental period

14. Restoring the PC

Please restore the PC to its original condition if you change the configuration of its

software. The configuration of software, which includes the installation of office software, can be done at your own risk. If the change causes a problem on the PC, you may be charged for repairs/replacement.

15. University coverage for PC repair

You will be given information on who to contact for PC repair upon pick-up of the PC.

We cannot recover lost data, and we do not take any responsibility for any loss or damages incurred as a result of your use of the PC. We strongly recommend that you make regular backups.

We will keep the PC if repairs are necessary. Please understand that you will not receive a substitute while the PC you rented is being repaired.

16. Situations in which contacting us is required

If any of the following situations occur, you must inform us immediately.

- PC damage or failure

If the damage or failure is caused by your carelessness, you may be charged for repairs/replacement.

- PC loss or theft

If your rented PC is lost or stolen, please inform us immediately since it may lead to information leaks. We need a report in writing regarding the details of the loss/theft. If the loss or theft is caused by your carelessness, you may be charged for replacement.

- Changes in your information (School, Student ID no., e-mail address, address etc.)

17. Situations in which you have to return the PC before the end of the rental period

You have to return PCs immediately in the following situations:

- When you lose your student status during the rental period due to graduating or other reasons
- When your student category changes; e.g., during registered absence, and you are away from the University for a period of over one year

18. Contact department

Education and Student Support Department, Student Scholarship and Welfare Group, Scholarship Team

(Student Support Center **Mall Floor**)

Tel.: 03-5841-2548, 2547

E-mail address: pcuse.adm@gs.mail.u-tokyo.ac.jp