



University of Electro-Communications Information Technology Center

Dos and Don'ts

Important points to note when using this document as a reference

The following is a list of “Dos” (things which a user should strive to do) and “Don'ts”(things a user should strive not to do) in accordance with the University of Electro-Communications Information Technology Center's Terms of Use, expressed for each category of the Terms of Use in an easy-to-understand manner.

Please note the following when referring to this document.

The following is merely a list of examples.

For matters not presented in the following Dos and Don'ts, please use good judgement in accordance with the principles expressed in the Terms of Use. In the event you encounter a situation in which you are not sure what to do, please consult with an advising instructor, teacher in charge of your class, or a Center staff member.

The conditions surrounding the network will change with time.

Even things currently recommended may become prohibited in the future. The contents of this document will also change depending on the change of situation surrounding the network. Even as conditions change, please consider what is good in regards to the network that is the Internet as a whole and always strive to respond flexibly.

Terms of Use 1

Usage of the Center is limited to the purposes of research and education at the University; the Center may not be used for any other purpose. In addition, in the event of any instructions by advising instructor, teacher in charge of a class, or Center staff concerning usage, abide by the same.

Dos

- ◆ Use the Center in accordance with instructions and guidance by the Center staff.
- ◆ Always pay attention to Center bulletins and internet notices, etc.

Don'ts:

- ◆ Do not use University facilities for activities not related to classwork and research at the University—for example, personal e-mails and commercial transactions.

Terms of Use 2

Take measures necessary to ensure that no person other than yourself use your login name to use Computer Resources, such as adequately managing your password. In addition, do not use the login name of a person other than yourself to use Computer Resources, nor attempt to do the same.

Dos:

- ◆ Mix upper and lowercase alphanumeric characters in your password and use 12 or more characters.
- ◆ Change your password periodically.

Don'ts:

- ◆ Do not tell other people your password. Do not ask other people about their passwords.
- ◆ Do not use a simple password. Do not write your password down.
- ◆ Do not attempt to guess the password of another person.
- ◆ Do not leave a computer while still logged in.
- ◆ Do not let another person use a computer which you are logged into.
- ◆ Do not enter your own account username or password into any webpage which has been accessed from email links sent by unfamiliar senders.
- ◆ Do not open or execute any files or email attachments unless you are sure that the contents of the files or attachments are trustworthy.

Terms of Use 3

Do not attempt to use Computer Resources for which you have not obtained permission from an administrator. Even if you attempt to do so but are unable to actually use Computer Resources, this act will be interpreted as an attack on the relevant Computer Resource, recorded, and may even result in court action.

Dos:

- ◆ Always get permission from an administrator when you wish to use a computer resource.
- ◆ Even for a computer for which you have received permission to use, clearly understand how to use it in the permitted way.

Don'ts:

- ◆ Do not touch computers which you have not received permission to use, nor attempt to connect to them over a network.
- ◆ Even for public web servers, do not attempt to access them via telnet or FTP (if only the web server functions are publicly provided).

Terms of Use 4

Do not delete, modify, reproduce, or publicize information under the control of another person without the consent of said person. In addition, do not falsify information or attempt to do so.

Dos:

- ◆ Differentiate between information managed by yourself and information managed by others.

Don'ts:

- ◆ Do not copy information managed by another person that you have been permitted to access without the manager's permission.
- ◆ Even for information for which you have received permission to reproduce, do not modify the copies.
- ◆ Do not publicize the private information of another person without the consent of the person him- or herself.

Terms of Use 5

Follow all laws and ordinances concerning usage of Computer Resources and information, such as the Penal Code, the Copyright Act, and the Act on Prohibition of Unauthorized Computer Access. In addition, when using network services, be aware that not only the laws of Japan but also those of relevant foreign countries may also apply and follow them.

Dos:

- ◆ Fully understand relevant laws and ordinances.
- ◆ Confirm that what you are doing is legal.
- ◆ Behave in a manner that is acceptable on a network society.
- ◆ When handling information provided from another country, confirm the terms of use and other information, and understand the rules of that country.

Don'ts:

- ◆ Do not interact with information strongly associated with military technology—such as cryptographic codes—without full knowledge of its content and terms of use.

