Information Security Policy for UEC Information System and Computer Network

1.　Information Security Policy

All members of the University of Electro-Communications who use the UEC information system and network must read "The University of Electro-Communications Information Security Policy" and "The University of Electro-Communications IT Systems Operations and Administration Procedural Manual" which presents the proper procedures for operations and maintenance of the UEC Information System. Please make sure to abide by the information security policy and the procedures when using the UEC information system and network.

https://www.cc.uec.ac.jp/rule/(Japanese text only)

・"The University of Electro-Communications Information Security Policy"

 http://www.uec.ac.jp/about/disclosure/sec_policy/　　(Japanese text only)

・"The University of Electro-Communications IT Systems Operations and

Administration Procedural Manual" (English version)

https://www.cc.uec.ac.jp/rule/uec-it-system-manual-20160225-english.pdf

※ "The University of Electro-Communications IT Systems Operations and Administration Procedural Manual" includes the information for system administrators and account users.

2.　Information Ethics Education

Once every academic year, all faculty members and students must take the "INFOSS information ethics' e-learning course" which provides education for information ethics and information security. Those who do not take the e-learning course and pass the test of the course by the due date will be unable to use the UEC Information System. To take the e-learning course, a UEC account is required. A username and initial password of UEC account will be provided at the time of enrollment or employment.

https://www.cc.uec.ac.jp/srv/all/infoss/ (Japanese text only)

3.　Submission of "Pledge for Using UEC Information System"

 To use the UEC Information System, all members of the University must submit a pledge to abide by the UEC information security policy and take information ethics education to the Chief Information Officer (CIO). The pledge must be submitted through the e-learning system. Those who do not submit the pledge by the due date will be unable to use the UEC Information System.

http://webclass.cdel.uec.ac.jp/(Japanese version only)

4. UEC Information Technology Center

The UEC Information Technology Center has released the "UEC Information Technology Center Dos and Don'ts" (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 UEC Information Technology Center's Terms of Use, expressed for each category of the Terms of Use in an easy-to-understand manner. Please read it carefully and make sure to follow the manners and the terms of use.

https://www.cc.uec.ac.jp/rule/DosAndDonts_English.pdf

5. Password Protection

Passwords are very important for security of your account. Passwords for your UEC account, accounts for using the systems of your department or research center and personal accounts should be kept safe to avoid being leaked to third parties. In case the passwords have been leaked to third parties, please change the passwords immediately.

https://www.cc.uec.ac.jp/srv/infra/account.html#account_uec (Japanese text only)

6. Email Security

In case you find any suspicious emails, for instance, the email header (From) or sender's email address looks fake, please do not open any attached files or click any links. Spoofed sender addresses and names are often used in targeted email attack schemes to impersonate someone the recipient may know or trust. Please make sure to check the sender address and name before opening email.

7. Network Security

When using network services, please note that there are fraudulent websites, phishing websites which try to steal passwords, credit card or personal information, and scam websites which install a computer virus onto your computer or mobile device.

8. Security Software

The UEC Information Technology Center provides security software for all of the UEC faculty members and students to install on campus computers or on personal mobile devices, such as smartphone, to use the network service safely. We strongly recommend using the security software to protect your information.

https://www.cc.uec.ac.jp/srv/all/lic/ (Japanese text only)

9. Security News

The UEC Information Technology Center delivers the latest news and information on security as well as other security-related issues at the following website:

https://www.cc.uec.ac.jp/blogs/news/ (Japanese text only)