

[Graduate School of Agriculture and Life Sciences students and staff]
Checklist for information ethics

Establishment : 2021/4/1

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☐ **Confirmation of information ethics and computer use**

Web reference : [https://www.a.u-tokyo.ac.jp/inside/mmedia/mmedia_info_english/]

You have to observe the instructions listed on the webpage “**Guidelines for Information Ethics and Computer Use**” and consent to the following items before using school computer resources (computers and networks).

☐ I will not use the computer resources other than educational and research purposes

☐ I will not transmit or release information inappropriately

☐ I will not do illegal copying

☐ I will not do illegal downloading

☐ I will not do excessive access and/or downloading of electric journal and/or database

☐ I will not steal an account or let someone else use my account

☐ I will not use the PC in which P2P (Peer to Peer) file-sharing software is installed

☐ When I receive a warning from the educational or official staff or network administrators, I will follow their instructions immediately.

☐ I will report a violation of the rules to the Information system room (jouhou.a@gs.mail.u-tokyo.ac.jp) immediately.

☐ When I violate the rules, I will be subjected to punishment.

☐ **Confirmation of response procedures when an information security incident occurs**

Web reference : [https://www.a.u-tokyo.ac.jp/inside/mmedia/mmedia_incident_english/]

Information security incidents occur daily. Loss or leakage of information assets will cause inconvenience to the university and other universities, resulting in a loss of trust. Check the procedure when an information security incident occurs and ensure that the first report is placed immediately.

☐ **Check and apply for IP address terms of service**

Web reference : [https://www.a.u-tokyo.ac.jp/inside/mmedia/mmedia_ip_English.html]

When connecting an IT device to the graduate school computer network, you have to obtain a fixed IP address. Check the terms of service and apply immediately to get the IP address. Regarding the graduate school computer network, a Information system specialist is assigned to each department. Check the Information system specialist of your department.

※For IT devices connected to the router in your laboratory, the responsible person of your laboratory should check and confirm the connected devices.

☐ **Confirmation of security measures guidelines (* Please keep this in mind)**

Web reference : [https://www.a.u-tokyo.ac.jp/inside/mmedia/mmedia_info_english/]

Check the security measures that you should keep in mind to ensure information security of the University.

☐ **Disposal of unnecessary IT devices and equipment**

Reference Web : [https://www.a.u-tokyo.ac.jp/inside/mmedia/mmedia_info_english/]

There is a risk of information leakage on any data storage device. Erase recorded data and information when disposing unused IT devices. Also, do not leave any IT devices that will not hand over. Do not leave

any unnecessary account. Return them to the resource manager.

※For related information, access the graduate school website <<https://www.a.u-tokyo.ac.jp/inside/mmedia/>>.

By accepting the above confirmation items, I will make every effort to disseminate it to the laboratory daily.

Signature_____