

Information Ethics Guidelines

Both inside and outside the university, various services have been provided for the acquisition, exchange, and transmission of information and the use of these services has spread throughout society. Users of such information services must act with awareness and self-control in order to meet their social responsibilities. The following “Information Ethics Guidelines” are defined as basic items to be observed by university students, faculty, and staff members in order to safely, appropriately, and smoothly use information services.

(Compliance with laws and regulations)

Do not act against laws, regulations, or social conventions. Do not infringe intellectual property rights, such as copyrights or patent rights.

(Human rights and respect for others)

Do not commit any action designated as defamation, slander, or human rights violation.

(Protection of Privacy)

Do not violate the privacy rights or image rights of others. Do not disclose personal information or other people’s secret information without their authorization. Do not transfer other people’s e-mail or correspondence to third parties, nor view it without their permission. Do not falsify it.

(Appropriate Access)

Manage user IDs and passwords appropriately so that others may not use or access the accounts. Use anti-virus software and update software to allow computers and other information devices to operate normally.

(Prohibiting Unauthorized Use)

Do not illegally use any information systems or access them without authorization.

(Information Disclosure)

Take responsibility for information disclosed when making information public on the Internet and in other places. Do not disclose false information or data that otherwise goes against public order and morals. Do not leak information that should be kept confidential.

(Using Information)

Use information published on the Internet and other places appropriately. When referring to information sent by another person, quote it appropriately within the scope for a legitimate purpose.