# Guidelines and Conditions for Using MIND
## For Internet Users at Meiji University

**【MIND : Meiji University Integrated Network Domain; Network equipped at Meiji University】**

These guidelines will help you to understand the major rules provided in Article 7 of the MIND Usage Standards.

It is important that you have a firm understanding these guidelines in order to sensibly use the MIND System as a member of Meiji University.

## １.Introduction

When using MIND, the following acts are prohibited as they constitute illegal usage!!

## 【IMPORTANT】

① Using the MIND System by borrowing or lending a student ID card. The promotion

of such acts is also strictly prohibited.

> **〈Caution〉**
> For example…if you lend your student ID card or your ID/password to someone so that they can use of the MIND System, both the person who borrowed your ID and yourself will be held to have committed an illegal act. And it is also illegal to connect to the MIND System with your student ID card and let someone use it, even if you accompany such person, because this effectively constitutes substitutive use of the MIND System.

② Handlin of any information that violates the rights of others in an illegal manner or that contradicts

with public order and standards of decency.

③ Unauthorized use of any information protected by intellectual property rights.

④ Use of the MIND System for any objectives other than that of education, research or support of such

objectives.

⑤ Use of the MIND System for commercial purposes. ※ Except where specially permitted.

⑥ Infringement of confidentiality in communication.

⑦ Use of the MIND system in a way which may obstruct the management of the system.

## ★Measures taken in the event of unauthorized use

If you use MIND illegally, severe measures will be taken under the MIND regulations. Measures include suspension of use, or cancellation of your eligibility to use MIND. Persons subject to such measures will be subject to the following.

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- ・ Banned from using the Web Rishu System.
- ・ Banned from using the Oh-o! Meiji System.
- ・ Banned from using the MIND System even for educational purposes such as in class or in research.
- ・ Banned from using any computer facilities on each campus.
- ・ Banned from using any computer facilities in the Multimedia Corner in the Central Library.
- ・ Banned from using the Mobile Information Outlets on campus.
- ・ Banned from using the Meiji university e-mail system.(e.g.. Grace Mail)
- ・ Banned from using the automatic certificate machines.
- ・ In addition, you cannot use any of the services related to the MIND System…etc.

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In order to avoid these situations, please carefully read and use the MIND System in accordance with the following explanation of these Guidelines.

## ２．Purpose of using MIND

MIND is the Information Network that is administered with the objective of supporting education and academic research at Meiji University.

This is one of the major characteristics of the MIND System which distinguishes this system from network usage through general providers.

In accordance with this educational objective, the MIND Usage Standards Article 7, Clause 1, Number 1 prohibits use of the MIND System for any purpose other than that of "education, research or support of such objectives". Therefore, the MIND System is <u>not</u> a network support system for the purpose of entertainment, including games, hobbies, commercial activities such as establishing a net shopping site, virtual mall or virtual company, use for independent businesses, political activities, or propagation of specific religions. Furthermore, the administration of "on-line dating sites", "compensated dating", "pyramid schemes" or "gambling" is strictly forbidden. It is also forbidden to use the MIND system for the purpose of illegally copying software. In addition, disturbing acts on the network are also forbidden, including sending e-mails to an unspecified number of people for the purpose of commercial advertising.

## ３．Confidentiality in communication and protection of privacy

Under the MIND system, an e-mail system can be used for communication.

As for transmission and receiving of e-mail, protection of the confidentiality in communication, privacy, and personal information must be strongly secured as a fundamental human right stated in the Japanese constitution. Therefore, it is forbidden to look at or reveal the contents of another person's e-mail without the person's consent.

In addition, it is forbidden to conduct any act that would cause a system problem which would threaten confidentiality of communication under the MIND System.

In student club or seminar activities, there are cases in which personal information is shared among a limited number of members for the purpose of their daily communication. It is forbidden to release personal information without the person's consent in any way, including the e-mail addresses of mailing list participants.

## ４．Appropriate use of the system

MIND is a very high-performance network system. A huge number of people use this system every day.

It is essential that the computing system which supports the MIND system functions safely for the smooth management of the system. The biggest threat to the maintenance of the system's security is computer viruses. It is dangerous to open any programs or forwarded e-mails from an unknown source, and attached files from any individual or organization you do not recognize, as they may be infected with a computer virus. Whenever a defect in Windows PC security is found, a new virus which attacks the defect is produced. At Meiji University, many PC's on which the security defects have nor been fixed have been infected with such viruses. This cause security risks and delay in the network. In order to prevent the damage caused by infection of such viruses, it is important to activate programs (e.g.. Windows Update) which repair defects in security for each PC connected to the MIND System.

All users of the MIND system should be aware that the MIND system is used by other members of the university community. If even a single PC has trouble connecting to the network, the connectional condition of the whole system deteriorates; this also happens if you continuously connect the terminal (a client) to the network or monopolize the PPP connection or VPN connection.

In addition, there are various technical and ethical rules for to using the information network, including e-mail. Even though you are not intending to do so, you might be causing trouble for others unless you follow these rules properly. There network system etiquette called 'netiquette'.

## 5．Acts violating social common sense

In the MIND System social relationships are an inherent part of the establishment of homepages and the use of a mailing list. Mutual respect for human dignity of all participants is needed, just as it is needed in normal society. Therefore, slander or libel, personal attacks based on personal emotions, irrational acts of discrimination, staking or a sexual harassment are strongly prohibited on the network. In addition, mockery or obsession is also prohibited.

## 6．Punitive measures in the event of violations

Users who do not follow the MIND guidelines will be subject to punitive measures.

Such measures include cancellation of usage eligibility, suspension of eligibility to use the MIND System, a change in eligibility, or other education-related measures. In addition, temporary suspension of the use of MIND may be enforced until all official decision is made.

Cancellation of usage eligibility would mean no access at all to MIND. When eligibility is suspended, you cannot access MIND until the suspension is removed. When a change is made to eligibility, the user can only access the lower level. All of these measures would mean that the student cannot attend classes which use the network.

PCs stationed in a common facility such as the media classroom, Izumi Media Tower, and the multimedia area of the library are operated on the basis that access is given on the basis of student ID cards and borrower and lender would be deemed to have committed an illegal act obstructing usage of MIND, and would be subject to punitive measures.

Please note that, a MIND System user who owns equipment such as a server or PC which could be managerial responsibility. The person responsible for connection is usually the professor of the laboratory where the PC is stationed. If a student commits a violation when using the network through a PC stationed in the laboratory, cancellation of the user's eligibility will be notified to the professor who is the person responsible for connection. Upon cancellation, every student using the same network through the PC stationed in the laboratory cannot use the network. Therefore, the professor using the network for educational and research purpose, as the person responsible for connection, is responsible for providing adequate education / guidance.

In addition, any person who accesses the VPN, information terminal or PPP connection through a mobile account will be the person responsible for connection, even if the person is a student.

These measures will be taken by the Honbuchou (Head) of Jouhou Kiban Honbu. However a MIND Screening Committee has been set up to ensure that the steps taken by the Head are adequate (Article 8 of MIND Usage Standards).

In addition, though it is not a measure, in the event that a PC owned by an individual is confirmed to be the source of a computer virus, steps may be taken to temporarily suspend access until safety is confirmed.

## 7．Computer crime and civil liability

If a user commits a serious violation when using MIND, the user can be punished for having committed a computer crime. In addition, the user can be held liable for civil damages.

For example, it is a criminal act if a user changes or damages document data related to the obligations and rights of other users. Sending data or changing the program for the charging system for fraudulent purposes are subject to heavy punishment. All acts such as defamation, interference and illegal copy of software conducted on the network are subject to punishment. Posting obscene images and text on homepages is also a criminal act. Criminal acts will be investigated and prosecuted.

On the other hand, even if a user commits an act which is not an actual computer crime, if such act on the network violates the rights of other users, the user will be held liable for damages. For example, the user can be held liable for civil damages for defamation, slander, threats, discriminatory comments or acts and illegal copy of software in e-mails or on mailing lists, even if they do not constitute a criminal act.

Even if a user does not damage the network system on purpose, a legal claim for damages may be made depending on the level of damage. The amount of a legal claim can sometimes be a huge amount. This is also the same if the case does not correspond to social manner. If a student is possibly subject to legal charges due to having violated the MIND regulations or committing detrimental act, the student must report such to the information center as soon as possible to consider measures to be taken.

## 8．Comfortable use of the network

Conditions provided in the MIND Usage Standards prescribe minimum ethical standards when using the university information network system.

The main point is that, even on a network, it is necessary to behave responsibly as a member of society. It is important for all individuals to have an ethical approach to information. This is a natural approach to living in society, and is simple to adopt.

Network uses must respect the character and life of each individual use. Users must be considerate towards other uses. This will allow the MIND system environment to grow in meeting the needs of its users, and will guarantee enjoyable and productive usage of the network system by all.

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