

# Prohibition of actions that violate information ethics

## Information Ethics Guidelines

### 12 Things You Shouldn't Do

- **Published another person's name, address, phone number, etc. on the Internet without permission.**

[Personal Information Protection Law (2003)]

- **Posted slanderous content about others on social networking sites and bulletin boards.**

[Defamation]

- **Posted false information about restaurants and other stores on social networking sites and bulletin boards.**

[(crime of) Defamation (i.e. slander, libel)]

- **I appropriated someone else's writing from the Internet and submitted it as my own report.**

[(Japanese) Copyright Act]

- **Made a copy of a movie DVD that I rented from a video rental store. I also lent it to a friend.**

[(Japanese) Copyright Act]

- **Downloaded manga or video content knowing that it was illegally uploaded.**

[illegal downloading (e.g. of copyrighted works)]

- **Out of curiosity, I created a computer virus. Or executed it.**

[Crime on electromagnetic records of unauthorized commands (penalty on computer virus creation)]

- **Out of curiosity, I guessed someone else's ID and password to access a server or system.**

[Unauthorized Computer Access Law]

- **Downloaded a large amount of material in a short time from the library's electronic journals.**

[Information ethics]

- **Lending and borrowing IDs and passwords among friends.**

[Information ethics]

- **I use my PC or smartphone without security software.**

[Information ethics]

- **After using a computer on campus, the student left without logging off or shutting down.**

[Information ethics]

### Prohibited items in the use of online tools (Microsoft Teams, Zoom, etc.)

- **Sharing URLs, IDs or passwords to join meetings with others.**
- **Taking photos of the meeting without the permission of the organizer (faculty member, etc.) or attendees, and sharing them on SNS, etc. Recording or transcribing the content of a meeting without permission and making it public.**
- **Redistribution of materials distributed at the meeting without the permission of the organizer (faculty member, etc.).**

These are not only violations of information ethics, but may also result in criminal liability under copyright law, personal information protection law, and defamation.

#### ■ Other

- Be careful when handling USB flash drives and other external storage devices, as they can lead to personal information leaks!
- There are many phishing sites out there, so be sure to check the URL when you enter your password!