

福山大学



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FUKUYAMA UNIVERSITY

Application of Tools for Information Security for a fulfilling Life at University

Brochure for Information Security

Raising the Quality of Learning
Fukuyama University Information Service

Promoting Dialogue and Exchange
On the Internet

学生ポータルシステム
Zelkova

学修支援システム
Cerezo

Developmental Education
Azalea



Through communication tools like internet, computers and smartphones connecting with new people and disseminating information is, in today's world, as easy as a single click.



Tools such as computers and smartphones make it easy to learn and to keep in touch with your fellow students, bringing about a rich and fulfilling life for students while at university.

At Fukuyama University, there is an abundance of the latest communication tools including self-study computer rooms and wireless connectivity. You can find also a wealth of information online created by the Fukuyama University specifically prepared for students.



We would like you, as students, to have fulfilling college lives by getting the most out of the tools for communication that we provide. On the other hand, we would like you to be aware of spammers phishing from strangers can also cause problems to others around you.

This brochure introduces to you ways you can be safe online from spammers and phishing, and ways you can be sure you are causing others problems. We hope this brochure will be of use to you.



Three ways to be safe with communication tools

When you use the internet you are connected to the world. With it you can convenient access to a wealth of information as well as being connected to people from around the world. The downside is you also open the door to spammers and phishing. And a single click is enough you create trouble for others. You can follow the three steps listed below to help you use communication tools without exposing yourself to danger.

1. Protect against computer viruses

Viruses can infect and damage computers and smartphones. Viruses can hide in various places like emails, webpages, apps, etc. Dubious messages such as “Click this to receive your present”, “Install now for your all new exciting game”, “The PDF contains important information” are just some of the ways viruses get onto computers.



- Do not open email from people you do not know.
- Even if the email has the name of someone famous or the name of a friend the sender could be someone different. When opening an attachment file or following a link asking you to sign up or refer a friend be careful.
- Don't thoughtlessly click a link just because it says “Click Here”.
- Update your operating system regularly or else set it to automatic update.
- Install on all your information communication tools anti-virus software.
- ※ There are free anti-virus software available.

2. Don't let important information be exposed

It is enjoyable to exchange information on blogs and bulletin boards. However, information written on blogs and bulletin boards is open for the world to see. Information once written is open to copying and distribution. Protecting sensitive information and not violating the privacy of others is important.



- **Do not publish online** information that you do not want others to see, especially information such as addresses, identification, resumes, etc. Images of your neighbourhood or anything which can give away your location is especially dangerous.
- **Please consider the privacy** of your family, friends, the people you know, anything not concerning yourself when you post information online.
- **Don't post frivolously** your feelings there and then, but write when you are calm. Your humiliating experiences, dissatisfaction with people, bullying, careless words are embarrassing to you in hindsight.
- Even if you receive **threatening messages, you can ignore them** in most cases. Messages such as "transfer money!", "Contact me if you want this problem to go away", "Give me your name and address", "Contact me", or "Contact me within a week if ..." will appear sometimes. Don't panic and get advice from someone you trust.

3. Looking after your passwords

Passwords are necessary for accessing all kinds of information at Fukuyama University. **A password is an important way to validate that it is you.**



- **Use passwords** with your communication tools (computers and mobile devices) even if it is troublesome. And do not divulge to others your passwords.
- It is dangerous to using public computers and leaving it while logged in. **Log off when you are going to be absent from your workstation.**
- **Do not use passwords which are easy to guess** like birthdays, phone numbers or common words found in dictionaries. Use passwords which are verified as strong, are cryptic and random.

Check Each Point

Communication tools are very useful. At the same time they also make it easy to lose and expose information, and to break the law. To protect yourself risks and threats we have summarized what you need to do. Please check each of these points.

① Theft and loss

There is a lot of important information contained on laptops, phones, USB memory sticks and SD cards. Safeguard them at all time.



② Backup important data

Make backups of important data like school reports, photos of friends on, for example, USB memory sticks and SD cards.



③ Check email addresses

Check that you are sending to the right person when you are sending important information.



④ Do not use your smartphones while walking

It is dangerous to walk and use your smartphone at the same time. You are liable to take a fall or run into a wall. You may even cause injury to others. People have even died from such accidents. Do not use your smartphone while driving or riding a motorcycle or bicycle.



⑤ Smartphone and Computer Addiction

Using computers and smartphones for long periods of time is not healthy. Excessive usage causes stress. Are there people around who spend hours at the computer or using their smartphone? It is unfortunate that they are wasting their time this way.





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⑥ People are watching your movement on the internet

Part-time work and internship are important activities in society. But **do not leak sensitive information or air your grievances online**. Watch your actions online. Be responsible citizens.



⑦ Do not pirate copy

It is illegal to copy software, movies or music. It goes without saying selling pirated copies is illegal.



⑧ Do not use file sharing software

Using file sharing software is dangerous. Receiving pirated copies exposes you and others to viruses and other dangers.



⑨ Plagiarism and copyright

“Copying someone else’s work or idea and publishing it as your own work is called plagiarism. Using someone’s work without permission is called violation of copyright. It is wrong to plagiarise and violate copyright.



- **Copying other people’s output (text, graphics, etc) and publishing it as your own is wrong.** Take care not to copy when writing reports, or posting on blogs and bulletin boards.
- Make sure your references show clearly where the information or idea comes from including which part is the referenced material.
- Make sure you do not excessively quote a work. This could lead to claims of violation of copyright and plagiarism.

⑩ Do not break the trust of the public with misuse of communication tools.

Use communication tools responsibly

Please use the self-check list:

- I use the internet to gather information.
- I want to improve my knowledge and understanding to computers – their word processing, calculation, presentation power – and use them well.
- I want to organise information and present them well.
- I want to use the internet to deepen communication with family and friends.
- I want to use the internet to learn about different cultures and exchange ideas with people with different values.

At Fukuyama University we have communication tools and student information services prepared.

- ◆ **Student contact system – Zelkova** 

Includes, student summaries, results, work information, health surveys.
- ◆ **Study support system – Cerezo** 

For students who want to deepen their studies via various services.
- ◆ **e-learning remedial education system – Azalea** 

Self-study for English, Mathematics, Science at your fingertips
- ◆ **WebMail system**

Easy access to your email through any web browser.
- ◆ **Project Lounge (Building 7), ICT Room (Building 1, etc), Self-study Computer Room (Building 1), Zelkova terminals (on campus).**
- ◆ **Videos on Information Security**

Information Security videos are available for viewing in the Self-study Computer Room (Building 1) and will be ready for use from October 2015).
- ◆ **Fukuyama University Wi-Fi Access Points**

There are wifi access points on-campus at over 100 hotspots.



Contact us with any information security problem at

Fukuyama University Common Usage Center ICT Service Division

(福山大学共同利用センターICT サービス部門)

Tel : 084-936-2111 (Ext.) 4325

Email : ictservice@fukuyama-u.ac.jp

We accept anonymous consultations for sensitive problems.

情報セキュリティパンフレット

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