

Appendix

Questions About Printing

[Q] How many sheets can I print?

[A] You can print up to 200 sheets in a academic year. For more information, refer to "Printing Limitations" in "4.7.2 Limitations on Usage Amounts."

[Q] The printer is out of paper. What should I do?

[A] If you are at the Media Center South Building OSL, ask a TA for paper. At other OSLs or satellite laboratories, go to the department office to get paper and input it to the printer.

[Q] The printer has run out of toner. What should I do?

[A] Inform the office of the OSL or satellite laboratory and following their directions.

[Q] Can I print in sizes other than A4?

[A] No, you cannot print in sizes other than A4.

[Q] Can I delete the ECS-ID ?

[A] No. The ECS-ID are printed automatically at the bottom left of the page. This is for identifying who is printing.

[Q] Why can only I not print?

[A] You probably have reached your maximum number of sheets for the year. You can confirm this by clicking the "Usage Information" icon on the desktop of the Educational Computer System computer terminals.

Other Questions

[Q] I forgot my ECS-ID. What should I do?

[A] Bring your student ID card or Identification card to the Media Center South Buildings Information Environment Support Center, and follow the procedures.

[Q] I forgot my password. What should I do?

[A] Bring your student ID card or Identification card to the Media Center South Buildings Information Environment Support Center, and follow the procedure.

Office hours are weekdays from 10:00am to 5:00pm.

Your password will be reset and a new activation key will be given to you.

[Q] I have advanced in the university. How can I change the status of my ID?

[A] An e-mail about changing the status of IDs will be sent all users via Student mail (KUMOI) around June. This e-mail will explain how to change the status of your ID.

[Q] I failed to advance in the University. How can I get an extension for my ID?

[A] You do not need to do anything. You can continue using your ID.

[Q] I graduated (or resigned). How long can I use my ID?

[A] You can no longer use your ID once you are no longer a member of Kyoto University. For example, if you graduate (or resign or transfer) in March, your privileges will expire on March 31st. If you have necessary files and e-mails, please copy them by yourself by the end of that period.

[Q] My activation key has expired. What should I do?

[A] Your activation period can be put off, so bring your student ID card or Identification card to the Media Center South Building Information Environment Support Center and complete the procedure.

[Q] The computer terminal or printer does not work. What should I do?

[A] If the computer terminal does not work, give the computer number (such as PCXXY-XXX) on the yellow sticker on the upper-part of one on the front of the main body of the computer, and explain the situation based on "Appendix 3. Troubleshooting." If a printer does not work, give the satellite name and explain the problem.

[Q] Why can't I connect to the PPTP / LAN / SSH?

[A] Ask questions related to the setting and other questions to KUIINS (<https://www.iimc.kyoto-u.ac.jp/en/inquiry/?q=network>).

Appendix 2. Tips

In addition to items explained in the usage guidelines, there are other convenient functions available through computers and the network. To improve your information literacy, the following will explain frequently used functions.

You can also read the latest information from the IIMC website (<http://www.iimc.kyoto-u.ac.jp/en/services/ecs/support/mame.html>)



◆ To Use Electronic Journals:

→ Refer to "10.2. Using Electronic Journals • Database"(82p) or Go to the Kyoto University Library Network website (<http://www.kulib.kyoto-u.ac.jp/>).

◆ To Use Kyoto University Open Courseware (OCW):

→ Go to the Kyoto University Open Courseware website (<http://ocw.kyoto-u.ac.jp/>).

◆ To Acquire an E-mail Address Other than Student mail (KUMOI)

→ Get a free e-mail account through Yahoo! Mail, Gmail, or Hotmail. You can view, receive, and send e-mails from a web browser using such e-mail accounts. However, these free e-mail addresses are not appropriate for exchanging important information.

◆ Installing Software to make computers more practical:

→ You are not allowed to install or uninstall software to Educational Computer System computer terminals. There are various free and paid software programs available online. You can use such software on your own computer.

◆ Connecting to the Network through the University Wireless LAN:

→ Use the wireless LAN access points in public areas at Kyoto University. For more information, refer to "6. Connecting Computers to the University Network".

◆ Sending Large Size Files Via E-mail

→ If you send large-size files that are over 5MB via e-mail, the receiver may not be able to open the file. When sending large files, there are several methods available such as compression software to minimize file size, and internet services for transferring large files.

To compress a file using an Educational Computer System computer terminal (Windows 7), right-click on the file or folder, then click " 送る (Send To)" → " 圧縮 (zip 形式) フォルダ (Compressed (zipped) Folder)".

You can also transfer a file using a file delivery service such as Takufairubin and Databin in order to upload a file to a site temporarily so that it can be downloaded by someone.

Appendix 3. Troubleshooting

This section will explain how to handle various problems.

3.1. If you are the victim of a crime, disturbance, or harassment

Immediately contact someone using the contact information on this page, or contact a TA at the Media Center South Building OSL. You will be helped by a qualified person such as a harassment counselor.

3.2. If a computer terminal or printer does not work

Inform someone by sending an inquiry form at IIMC webpage (<https://www.iimc.kyoto-u.ac.jp/en/inquiry/>), and select "Computer / Terminal Usage (Educational Computer System)" as the inquiry type.

Include the following information.

[For Computer Terminals]

Computer number (such as PCXXY-XXX) on the yellow sticker below the USB port on the front of the main body of the computer and explain the problem

[For Printers]

Terminal room name and problem

3.3. When you cannot use webmail (KUMOI)

Sometimes, service is stopped such as for maintenance.

Check the "Maintenance Information" and "Interruption Information" at the following webpage.

<http://www.iimc.kyoto-u.ac.jp/en>

If there is no information available, fill out an inquiry form (<https://www.iimc.kyoto-u.ac.jp/ja/inquiry/>) and select "KUMOI(Kyoto University Mail for Students)" as the "Inquiry Type."

3.4. When you do not understand how to use something

1. Read the FAQs

First of all, read the FAQ section in the user guidelines.

It contains easy-to-understand answers to common questions.

The online FAQ section at the following webpage is always updated, so be sure to check there as well.

<http://www.iimc.kyoto-u.ac.jp/en/faq/ecs/>

2. Ask a TA

Teaching Assistants (TAs) are always available to speak with at the Media Center South Building OSL. If you still have questions after reading the FAQ section, clearly explain your problem to one of the TAs. When asking a question, you need to inform them of the computer terminal you were using, so be sure to write down the computer terminal number along with the problem. The computer number (such as PCXXY-XXX) can be found on the upper-part of the front of the main body of the computer.

If you need to leave the computer, be sure to remember it.

3. Fill Out an Inquiry Form

Fill out the inquiry form at IIMC webpage.

<https://www.iimc.kyoto-u.ac.jp/en/inquiry/>

4. Look Up the Information by Yourself

If you are having a problem with application software (Word, Excel, etc.), use a search engine such as Google to resolve the problem by yourself, or read the manual for the application online.

5. Read Reference Materials

In order to understand functions and operation methods, be sure to read any available reference materials.

Contact

Address

Yoshida Nihonmatsu-Cho, Sakyo-Ku, Kyoto 〒 606-8501
Academic Center for Computing and Media Studies, Kyoto University, South Building

Telephone

075-753-9000 (Main)

For more details, refer to the following URL.

<http://www.iimc.kyoto-u.ac.jp/en/services/ecs/contact.html>

Appendix 4.1 On taking e-Learning course on Information Security

In Kyoto University, under the supervision of the University Information Security Committee, every member is obliged to take e-Learning courses on Information security. All students and all faculty-members including staff, please take Information security e-learning courses.

Information Security e-Learning materials

Students should take (1) and (2). After finishing your learning, you must take a final test. If you omit this final test, you are not counted as e-learning finisher.

- (1) Rules on Information Systems use and information security
This is a material on security policy of Kyoto University and the information for how to use the university's information systems.
- (2) Princess Rinrin
This is a material on Information ethics and security provided by National Institute of Informatics.

How to start and use e-learning

1. Open a webpage of e-Learning

Access the following URL, and select 『Information Security e-Learning』 page. If you are using a computer terminal of Educational Computer System, you can access from the “e-Learning” shortcut on the desktop.

<http://www.iimc.kyoto-u.ac.jp/en/>

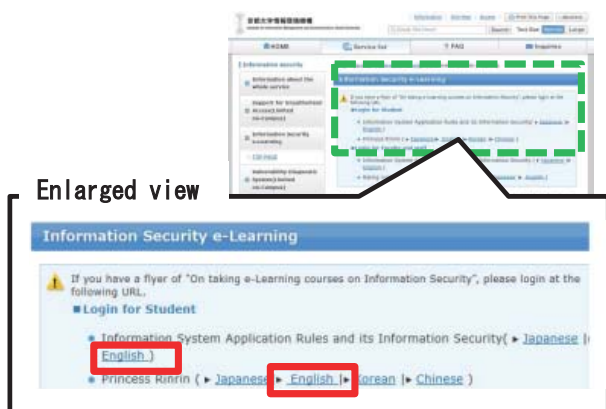
Enlarged view




2. Select appropriate material

Select appropriate material in the “Information security e-Learning” page.

Enlarged view



3. Authenticate via GakuNin (Shibboleth)

- (1) Select 『京都大学』 (Kyoto University) on  button and click 『選択』 marked by a square.



- (2) Fill the form to sign in with your ECS-ID and password. (This screen may not appear when you are already logged in.)



- (3) Click 『次』 marked by a square.



- (4) Click 『送信』 marked by a square.




4. Registration

Click 『Enroll me』 marked by a square.

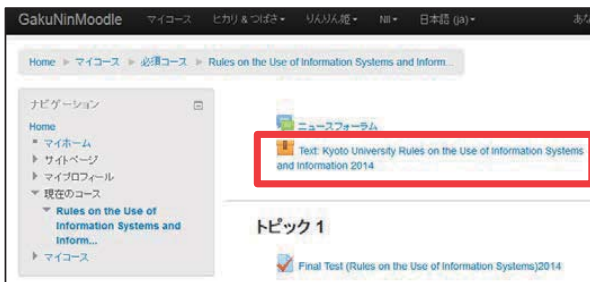


5. Select course materials

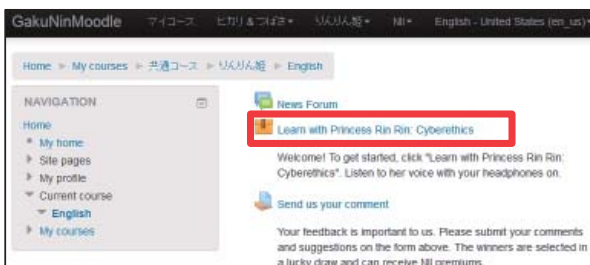
 icon is a course materials. Depending on the course you take, click on the name of materials in the table below.

Course	Materials
Rules on Information Systems use and information security	Text: Kyoto University Rules on the Use of Information Systems and Information
Princess Rinrin	Learn with Princess Rin Rin: Cyberethics

■ In case of Rules on Information Systems use and information security

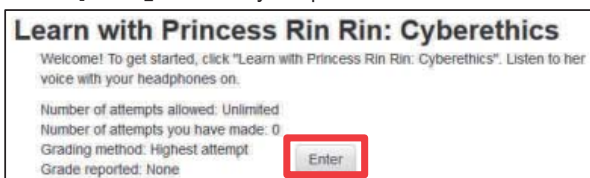


■ In case of Princess Rinrin



6. Taking course materials

Click 『Enter』 marked by a square.



7. Final Test

■ In case of Rules on Information Systems use and information security

After taking course materials, click 『Exit activity』 marked by a square.

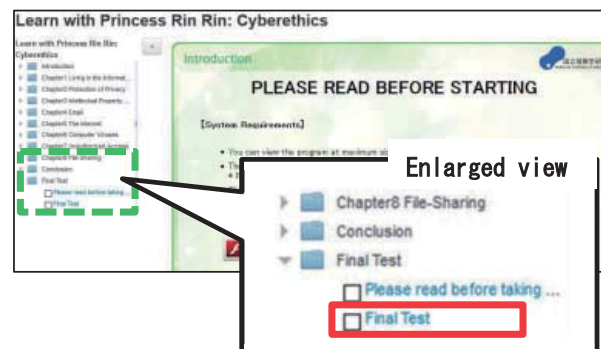


Next, you should take “Final Test” of bottom menu after learning the course.



■ In case of Princess Rinrin

By all means, you should take “Final Test” after learning the course.



8. Log out

Click 『Log out』 at the top right.

9. Taking the next course materials

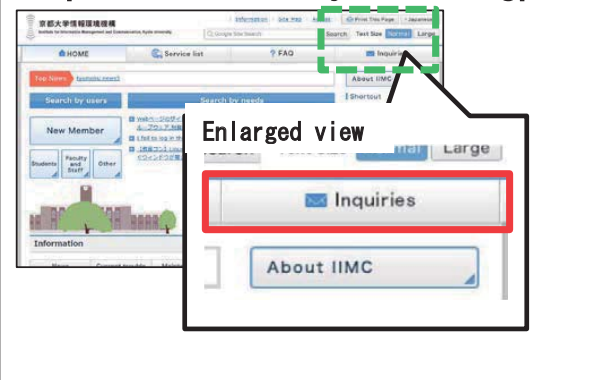
Go back to the 「1 Open a webpage of e-Learning」, please take the next course materials by the same procedure.

Finally, you should complete the following two:

- Rules on Information Systems use and information security
- Princess Rinrin

If you have any questions, please contact us by the inquiry form.

<http://www.iimc.kyoto-u.ac.jp>





Information Security are you aware of it?

Information should NOT be used for any other purpose

Under no circumstances should you send out information that is:

- Discriminatory, defamatory, insulting, or harassing
- Infringing the privacy of any individual
- Infringing copyright or other property rights
- Subject to punishment by law or civil liability

DO NOT do any of the followings

- Use someone else's ID/Password
- Impair the confidentiality of communications
- Impair the accessibility to information by placing excess loads on the system, such as by sending a large volumes of emails, or downloading videos or large files

DO the followings

- Keep your account information and passwords safe. Don't write them down on paper or send them via email.
- Install and run security software.
- Download and install all software updates to prevent security risks.
- Keep security software and its data files up to date.
- Refrain from opening emails from unknown senders.
- Be cautious when clicking on links to websites in emails.
- Check again the receivers' addresses before sending an email.
- Refrain from viewing websites that are not related to your work at Kyoto University.



Do not use P2P file sharing software on KUINS-III

What is file sharing software?

- It is a software to share files with an unspecified number of users. File sharing software are also known as file-swapping software. This kind of software must be used with caution, as it is most often used to share copyrighted files illegally.

Popular file sharing software

- Winny, Share, Bit Comet, Bit Torrent, Lime Wire, Cabos, Win MX, Xunlei, Perfect Dark, Kazaa, eMule, Edonkey, Gnutella, etc.

Problems with P2P file sharing software

- P2P is often used to share copyrighted material for non-academic purposes.
- P2P tends to redistribute downloaded files without notice to you, and to cause copyright infringements.
- Downloaded files via P2P are often infected with viruses or spywares.
- Computers operating P2P are in danger of leaking data.
- Burdening the network with excess loads, P2P is a possible cause of system failure.

Rules for using P2P file sharing software

- If your PC is connected to KUINS-III, use of P2P file sharing software is totally banned.
- On KUINS-II, if you ask permission with proper reason (such as research purposes), use of P2P may be allowed.

Downloading & distributing copyrighted data without permission

- This is illegal. You may be sued heavily by the copyright owners.
- Performing illegal downloads may be criminally persecuted.

If you have any questions, please contact us by the following URL:
<https://www.iimc.kyoto-u.ac.jp/en/inquiry/>

Information Management Dept., IT Service Division
Information Security Management Office, Kyoto University

Appendix 4.2 Password Guideline for Users of Kyoto University Campus-wide Information System

(Note: this English version is provided as a translation of the Japanese version, the original, for the user's convenience.)

Password Guideline for Users of Kyoto University Campus-wide Information System

(Established by the Chief of the Institute for Information Management and Communication, January 12, 2010)

1. Purpose

This Guideline is established to describe matters that users and the like must know in advance when they use passwords in combination with their accounts for the Campus-wide Information System in accordance with Article 8.3 of the Rules for Using the Kyoto University Campus-wide Information System.

2. General cautions related to password

2.1 Changing the initial password

Users and the like must change the initial passwords assigned to them immediately after their accounts are created. Do not continue using the initial password to access information systems of the University.

2.2 Character strings for passwords

The password string created by users and the like must satisfy all of the following conditions:

- The password string must include at least eight characters.
- The password string must have at least one character from each of Character Groups A to C below, and may also contain one or more characters from Group D.

A) Upper case letters of the alphabet (A to Z)

B) Lower case letters of the alphabet (a to z)

C) Numbers (0 to 9)

D) Symbols (@!#\$%&=+*!.,:[] | _)

The following character strings must not be used as passwords since they are easy to guess for other persons:

- A character string that can be easily guessed from the account information of the user or the like (name, user ID, etc.)
- A character string resulting from shuffling of the above-mentioned string, or comprising the above-mentioned string with numbers or symbols added
- Any word listed in a dictionary
- A name of a celebrity or any other proper name

2.3 Changing a password

Users and the like must periodically change the passwords for their accounts if they are so instructed by the Chief of the Institute for Information Management and Communication. When a user or the like is instructed to change his/her password immediately, he/she must change it immediately. The new password must not be similar to the password before the change.

2.4 Controlling the password

Users and the like must keep their passwords under strict control. Users and the like must exercise the greatest caution not to reveal their passwords to other persons or carelessly expose their password to other persons' eyes.

3. Procedures related to password

3.1 When a user forgets their password

If a user or the like forgets his/her password, he/she must submit to the Institute for Information Management and Communication a request to reset the password in the designated form, presenting his/her identification card (student identification card or staff identification card). When the password is reset, the user or the like must immediately set a new password.

3.2 Reporting a password-related incident

If the account of a user or the like is used by any other person or if there is any threat of such unauthorized use, he/she must immediately report the incident to the Chief of Institute for Information Management and Communication.

Supplementary provision

1. Measures to conform to this guideline shall also be applied to a password for an account of specific department information systems connected to Kyoto University Campus-wide Information System.

Measures associated with this revision of the guideline shall be completed by March 31, 2015.

2. This guideline becomes effective from February 4, 2014.

Appendix 4.3 Kyoto University Guideline for Measures against Invasion by Malicious Programs to Campus-wide Information System

(Note: this English version is provided as a translation of the Japanese version, the original, for the user's convenience.)

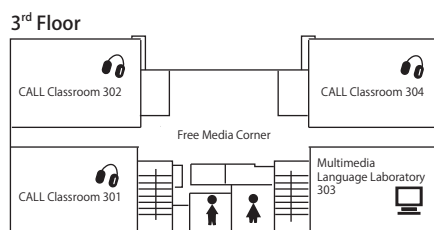
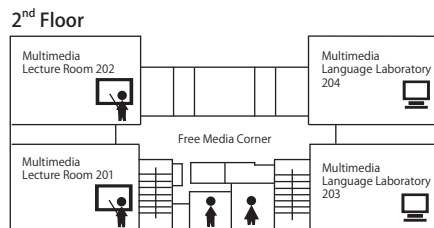
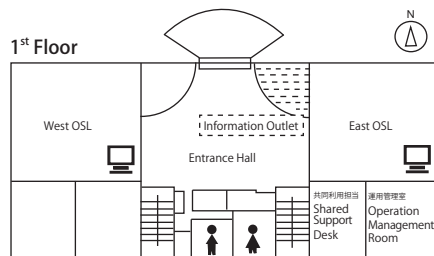
Kyoto University Guideline for Measures against Invasion by Malicious Programs to Campus-wide Information System

(Established by the Chief of the Institute for Information Management and Communication, January 12, 2010)

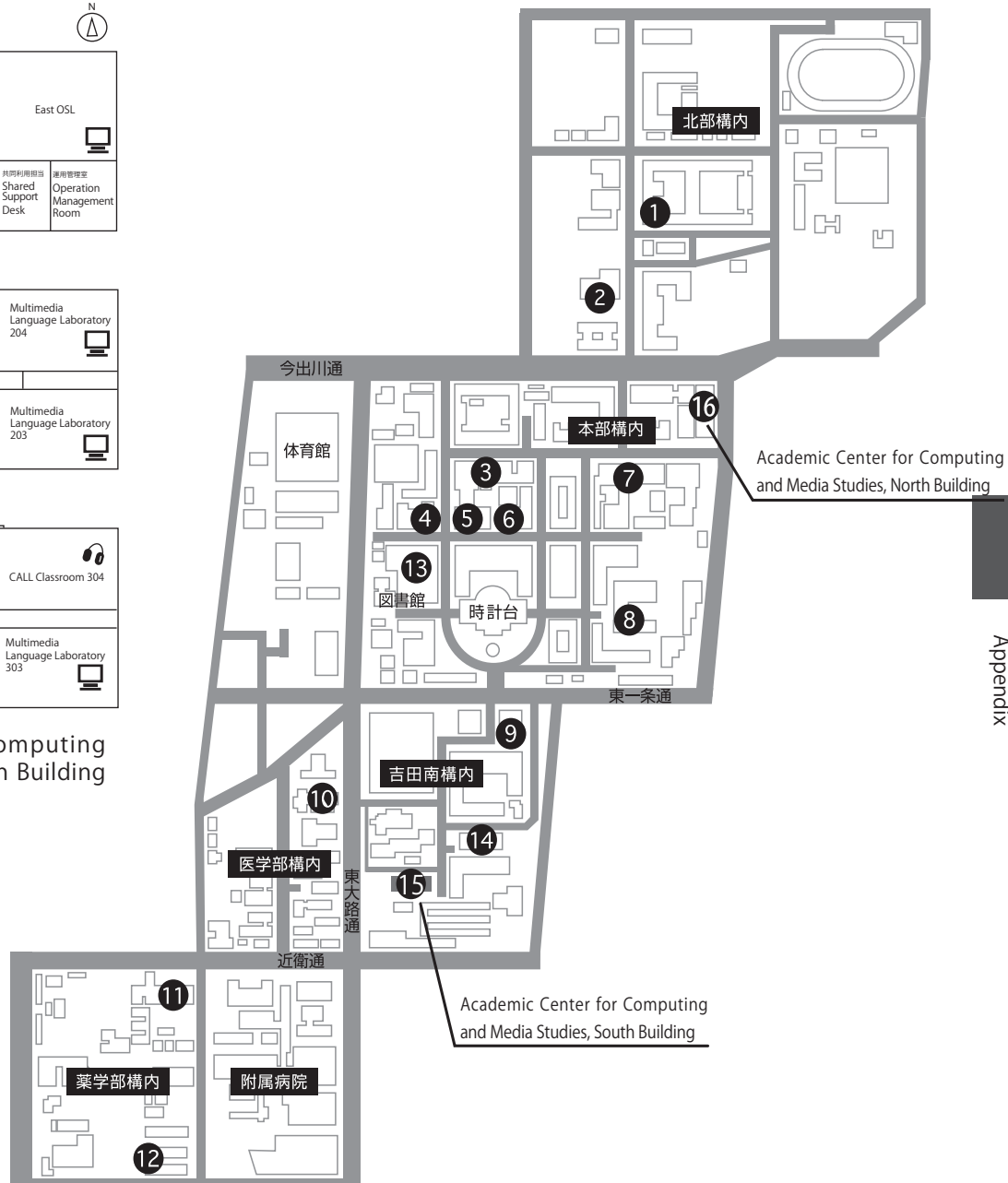
1. This Guideline is established to stipulate matters to be observed by the information system technical staff member of a department and users and the like in order to prevent invasion by malicious programs to Specific Department Information Systems or user terminals connected to the Campus-wide Information System in accordance with Article 12 of Rules for Using the Kyoto University Campus-wide Information System.
2. The information system technical staff member of the department controlling user terminals (excluding information systems not provided by the University) shall take the following anti-malicious program measures for user terminals (excluding information systems not provided by the University):
 - (1) If anti-malicious program software (software to protect information systems from virus, spy ware, Trojan horse, worm, bot, route kit and other malicious programs) is available, such software shall be installed and run on the information system in accordance with the agreement with the provider of the software;
 - (2) The anti-malicious program software and the malicious program definition file used by such software shall continually be updated;
 - (3) When new software is installed, the scan function of the anti-malicious program software shall be run to confirm that new software does not contain malicious programs. The scan function shall also be run periodically to check for invasion by any malicious program;
 - (4) The information system technical staff member of the department shall pay close attention to release of information on security vulnerability of the computer system and security update programs. When a security update program is released, it shall always be installed on the computer system;
 - (5) Upon receipt of instruction from the Chief of the Institute for Information Management and Communication, the information system technical staff member shall implement anti-malicious program measures for the relevant information system in accordance with such instruction;
 - (6) No software inappropriate for educational/research activities and any other activities of the University shall be installed;
 - (7) Software of unknown origin shall not be installed; and
 - (8) The information system technical staff member of the department shall monitor and control software installed on a user terminal used by more than one person who belongs to the department.
3. The information system technical staff member of the department controlling a Specific Department Information System shall take the following anti-malicious program measures:
 - (1) Implement the anti-malicious program measures specified in Paragraph 2 (excluding Item (8)) of this Guideline for such Specific Department Information System; and
 - (2) Monitor and control software installed on such Specific Department Information System.
4. Each user or the like shall take the following anti-malicious program measures:
 - (1) If the user or the like uses any information system not provided by the University as a user terminal to connect to the Campus-wide Information System or a Specific Department Information System, he/she shall check to ensure that anti-malicious program measures equivalent to those listed in Paragraph 2 are implemented for such user terminal.
 - (2) If the user or the like finds any problem in using the Campus-wide Information System or a Specific Department Information System, he/she shall immediately report the incident to the information security manager of the department that controls such information system.

Appendix 5. Map of Satellite Laboratories

- | | |
|---|---|
| 1 Faculty of Agriculture | Main Bldg. W222, W228 |
| 2 Faculty of Science | Bldg. No.6 208, 210 |
| 3 Faculty of Letters | Main Bldg. L312 |
| 4 Faculty of Education | 2nd Floor Computer Room, 4th Floor Research Computer Room |
| 5 Faculty of Law | Hou-Kei North Bldg. 2nd Floor (or "Law-Economics") |
| 6 Faculty of Economics | East Bldg. Information Laboratory 1, 2 |
| 7 Faculty of Engineering | Bldg. No.3 Laboratory 1, 2 |
| 8 Faculty of Engineering | Engineering Science Depts Bldg. 124, 230 |
| 9 Faculty of Integrated Human Studies | Human Studies Bldg. 1206 |
| 10 Faculty of Medicine | Center of Anatomy 2nd Floor |
| 11 Faculty of Pharmaceutical Sciences | Lecture of Bldg. Information Processing Terminals Room |
| 12 School of Human Science, Faculty of Medicine | West Bldg. 1st Floor, Terminals Room |
| 13 Kyoto University Library | 3rd Floor Reading Room, Information Terminal Corner |
| 14 Kyoto University Yoshida-South Library | 2nd Floor Reading Room |
| 15 Academic Center for Computing and Media Studies, South Bldg. | OSL, Multimedia Language Laboratory |
| 16 Academic Center for Computing and Media Studies, North Bldg. | OSL, |
- Katsura Campus B Cluster, Funai Center E study room at the 3rd floor



Academic Center for Computing and Media Studies, South Building



Academic Center for Computing and Media Studies, North Building

Academic Center for Computing and Media Studies, South Building