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The internet has become an indispensable tool for all aspects of campus life, including research and study, communication with fellow students, and job-hunting activities. To support the on-campus lives of students and the educational and research activities of faculty, Toyo University provides a wide variety of information services and information platforms that are useful in research and education.

1. Introduction

1-1 Notification of Network Service ID

The Notification of Network Service ID is distributed to new students at the time of admission (enrollment procedure). The notification contains each student's integrated ID and password, which allow its holder to use Toyo University's information systems. Your integrated ID and password are important pieces of your personal information, so store the notification securely.

In addition, your integrated ID and password will be needed for taking classes in which students are expected to use PCs as part of the class. It is therefore recommended that you memorize your integrated ID and password. Information systems and facilities below are open to students.

You can access to these systems using integrated ID and password.

1. PC classrooms in each campus (including self-study PC classrooms)
2. ToyoNet Mail System
3. ToyoNet-ACE (class support system)
4. Use your own laptop on campus (use university wireless LAN)
5. ToyoNet-G (System for confirming information such as course registration and class cancellation)

Note:
- Your integrated ID and email address as provided by the University cannot be changed.
- Your password can be changed.
- If you forget your changed password, consult the Information Preparation Room or the information system operation counter at each campus.

1-2 Reissuance

If you have lost your Notification of Network Service ID, take the certificate-issuing procedure at a certificate-issuing machine installed in the following places at each campus. (You can have up to five copies of the notification issued per year.)

The non-matriculated student have to visit the information system operation counter at each campus.

[Locations of certificate-issuing machines]

- Hakusan: 1st floor of Building 2; 1st floor of Building 6; 4th floor of Building 8
- Asaka: In front of the Administration Section on the 1st floor of the Research Management Building
- Kawagoe: In front of the Education and Student Affairs Section on the 1st floor of Building 4
- Itakura: In front of the Administration Section on the 1st floor of Building 1
- Akabanedai: Next to the counter of the Administration Section on the 1st floor

Note: Your Student ID Card will be needed for reissuance. (Inquiries by phone or email cannot be answered.)
1-3 Password initialization

If you have forgotten your changed password, submit an application form for Password Initialization to the information system operation counter at each campus, and take the password initialization procedure. (The initialization will take two or three days.)

[Information system operation counters]
- Hakusan: IT Support Counter in Knowledge Square on the 1st floor of Building 3 or Help Desk on the 2nd floor of Building 3
- Asaka: Administration Section on the 1st floor of the Research Management Building
- Kawagoe: Information System Operation Office on the 3rd floor of the Library & Media Center Building
- Itakura: Information Preparation Office on the 2nd floor of Building 2
- Akabanedai: Administration Section on the 1st floor
1-4 ToyoNet On-campus Information System Portal Site (ToyoNet Site)

The portal site can be accessed through Toyo University’s website or at the URL below.

“ToyoNet” is a collective name for information network platforms (and services) provided by Toyo University. “The ToyoNet On-campus Information System Portal Site” contains various announcements about ToyoNet, links to the login screens of systems, a calendar showing days that PC classrooms for self-study will be open, facility information, and more.
2. Use of PC Classrooms

2-1 Outline

ID and password

- Use of PC classrooms does not require prior application.
- Your integrated ID and password as indicated in the Notification of Network Service ID are needed to use PC classrooms. All students (including non-matriculated students) belonging to any campus can use PC classrooms at any campus with the same account.

Printing

- Each student is allowed to print out up to 800 sheets of paper (or points) in PC classrooms.
- Black-and-white printing in A4 paper size is counted as one point, while Color printing in A4 paper size is counted as three points.
- Students are basically allowed to print only black-and-white documents on single-sided paper.
- You can consult the relevant counter at each campus in the following cases.
  - Methods of layout printing, etc. (for saving paper and printing points)
  - Changing the prescribed maximum number of sheets that you can print

Data saving

Make a backup of important data on your USB flash drive or other media.

Note: The University does not guarantee the security of your data.

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Roaming profile: Space where various PC configurations are saved
Home folder: Space for files created by individual users with Word, Excel, or other applications

[Caution!] If you set a photo or the like as wallpaper, the volume of the roaming profile will increase and likely exceed its maximum capacity. In such a case, the PC cannot be shut down. Please avoid setting a high-volume image as the wallpaper.

PC classrooms for self-study

Some PC classrooms are open to students for self-study. Students can use these classrooms anytime they are open. For details, refer to the ToyoNet Site. (http://www.toyo.ac.jp/toyonet/)

Use for self-study: Use for doing class assignments, preparing seminar summaries, referring to academic literature, or the like.

PC classroom opening hours schedule

Refer to the calendar on the ToyoNet Site. (http://www.toyo.ac.jp/toyonet/)
2-2 How to log in

Note: PCs in PC classrooms at different campuses have different login screens. If you have any questions, refer to notices posted in the classroom or ask at the relevant counter.

① Press Ctrl+Alt+Del at the same time.

② Upon being asked to enter a username (integrated ID) and password, enter your integrated ID and password.

If your login attempt fails . . .

● [Are you entering your username and password correctly?]
  → If you have forgotten your (integrated ID) or password, get your Notification of Network Service ID reissued by a certificate-issuing machine.

● Have you changed your password?
  → If you have forgotten your changed password, it must be initialized. Consult the staff or the counter in charge of IT.

● Is the Num Lock or Caps Lock on?
  → If either (or both) of them are on, you can turn off Num Lock by pressing the Num Lock key, and turn off Caps Lock by pressing Shift+“Caps Lock 英数” at the same time.
2-3 How to log off (or shut down the PC)  Note: Differs according to campus.

① Click on Start to open the Start Menu.

② Click on Shutdown(シャットダウン) or Log off. (ログオフ)

■ Note on profile storage space errors:

If the volume of your saved data exceeds the maximum volume of your profile storage space, the PC cannot be shut down.
If an error message saying “You have exceeded your profile storage space” (shown on the left) is displayed, begin by cancelling any wallpaper setting using a high-volume image, such as a photo. Then, delete high-volume files or move them elsewhere (to the Documents folder, for example). In addition, delete or move elsewhere any files on the desktop.
If the error message is still displayed after you try all the above, ask at the information system–operation counter.

Your profile storage space:
C drive > User > User ID > your folder

Leave the PC only after confirming that you have logged off-the system or that the PC has been shut down.
3.1 Outline

What is ToyoNet Mail?

ToyoNet Mail is an email system for education and research at Toyo University. Each student is provided with an email account (address) that allows them to use the system.

(Note: Email accounts [addresses] are not offered to non-matriculated students.)

Email address

① Your email address is valid only during your enrollment.
② You can use it during a leave of absence. (If you are withdrawn or dismissed from the University, your email address will become invalid.)
③ If your student ID number is changed, your email address will also be changed (when you change faculties or departments, for example). In such cases, you cannot continue to use your previous email address.
④ In cases other than ③, your username (email address) cannot be changed.

Service

ToyoNet Mail is an email service based on Gmail provided by Google.
• No limit to your storage space
• Up to 50 MB per email
• Strong spam filter
• Full-text search function (which allows you to search subjects, bodies, attachment names, and even email addresses)
• Works even on your mobile device or feature phone
• Works also on email applications that are compatible with SSL connections
• Calendar, Drive, and other features available for free

Note: Unless you have a special reason or purpose for using an email application, please use the webmail system.
Note: There are limitations on the use of some functions (including access via non-“toyo.jp” accounts).
Note: Since Google continuously upgrades Gmail functions, the services and screen appearance are subject to addition or change.

3-2 How to log in

① Access the top page of Toyo University’s website, and click on [学内情報ポータル ToyoNet].
3. **ToyoNet Mail**

② Click on [ToyoNet Mail login].

③ On the login screen, enter your email address and password. 
Note: You can find your email address and password in the Notification of Network Service ID you received at the time of admission.
3. ToyoNet Mail

Notes on login
■ If you already use Gmail, you will have multiple Google accounts when you start using ToyoNet Mail. Therefore, when you use ToyoNet Mail, uncheck [Stay Signed In].

■ In any of the following cases, try to log in again.
① When the screen for another Gmail account opens
② When the ToyoNet Mail screen opens and you cannot log in to another Gmail account

■ Authentication screen displayed on your first login
Enter the line of letters shown, and click on [Agree & Create Account].
You can try as many times as you like to enter the letters until you succeed in logging in.

3-3 How to use
Below are explanations about screens for some basic uses.

Inside the inbox ↓

Inside a received email ↓

For more details about other functions, refer to the official website at the URL given below.
https://support.google.com/mail/answer/7029059
3-4 Use on a mobile device or feature phone

**If you use a mobile device**

① Add your account on the mail app

To add your account on the app, navigate as shown below to the screen where you will enter your name, email address, and password.

Android: Settings > Accounts > tap [Add Account]

iPhone: Settings > Passwords & Accounts > Add Account > tap [Google]

Notes:
- You can have multiple email accounts on your mobile device. Therefore, you can still add your ToyoNet Mail account even if you already have other accounts.
- Enter your complete ToyoNet Mail address (○○○@toyo.jp) in the Account Name field.
- You must cover the cost of using ToyoNet Mail on your mobile device yourself (including packet communication fees).

② Open the ToyoNet Mail login screen in your browser

**If you use a feature phone**

Enter the URL given below into your browser to log in. ([https://mail.google.com/a/Toyo.jp](https://mail.google.com/a/Toyo.jp))

Note: It does not work on some devices. You must cover the cost of using this service on your feature phone, including packet communication fees, yourself.
3-5 How to use other Google apps

Google Drive  
Outline
Service for storing files in the online storage provided by Google
Features
① Works on all kinds of devices (including computers, tablets, and smartphones)
② Allows users to share folders or files with each other for collaborative editing or browsing
③ When you use it with your ToyoNet Mail account: No limit to your storage space
④ Up to 5 TB per file uploadable or synchronizable
⑤ Google Docs, Sheets, and Slides have their own upper limits of file sizes.

How to use Google Drive
Official website  
https://support.google.com/drive/answer/2424384?co=GENIE.Platform%3DAAndroid

Files that can be stored with Google Drive  
https://support.google.com/drive/answer/37603

Google Calendar
Allows users to:
Check their schedules on multiple types of devices, and
Share schedules with each other

How to use Google Calendar  
https://support.google.com/calendar/answer/2465776?co=GENIE.Platform%3DDesktop

Notes on use
Toyo University provides official user support for the email function only.
If you have any questions, refer to Google’s Help.

Note: The URL given here is subject to subsequent change.

3-6 Data Backup
- Saving your sent and received emails and address book
- Make your own backup of your data.
- If you will need data contained in ToyoNet Mail after leaving (graduating from, completing a course at, being withdrawn from, etc.) the University, implement any of the following methods:
  1. Save the data on your own storage medium.
  2. Export the data to your own email application.
  3. Forward the data to another email address.
If you have registered your ToyoNet Mail address as a contact for using various outside systems or services, change these registrations before you leave the University.
What is ToyoNet-ACE?

ToyoNet-ACE is a system for indirectly supporting class activities, as well as students’ self-studies before and after classes. The system helps instructors distribute class materials and assignments, and helps students submit assignments online.

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4-1. Logging in and checking the default setting

Logging in to ToyoNet-ACE

You can access the ToyoNet-ACE login screen in your web browser through a link posted on the ToyoNet Site or by entering the URL.

https://www.ace.toyo.ac.jp/

System requirements (Only the latest versions of browsers are supported.)

Windows: Internet Explorer / Firefox   Mac: Firefox / Safari
iOS: Safari   Android: Google Chrome
Selecting the Course List

On login, My Page opens.
The page shows a list of your registered courses for the current semester.
You can choose from three styles in which the list is organized:

Day style

List style

Thumbnail style

Reminders

Assignments to Submit

Check Assignments to Submit regularly to ensure you do not forget to submit assignments.
Checking your record of submitted documents

① Your Record of Submitted Documents is shown on the right side of My Page.

② Click on [Show All] to check all documents you have submitted.

E.g.) A result of search with the filters of a course title, “attendance cards,” and 180 days (the scope of search)
Setting notifications of information updates (setting reminders)

You can use Reminder Setting to obtain the latest updates on ToyoNet-ACE.

① After logging in, click on [Settings] on the upper part of My Page.

② On the page you are then taken to, select [Reminder Setting].

③ Your ToyoNet Mail address is already in the Email Address field. If you wish to have reminders sent to another email address, enter the address in the “Mobile Mail Address” field. Then, press [Save and Send Test Mail]. If you receive a test mail, the procedure is completed.

④ You can select the timing of receiving notifications.
- [Receive Each Notification Immediately]
- [Receive Notifications Collectively]
→ You can select from seven ways of receiving notifications collectively.

⑤ You can select [Receive] or [Not Receive] for each menu item.

- Course news
- New assignments
- Bulletin board posts
- Projects
- Portfolio collection

Note: When reminder mails increase in number, use the mail-filtering function.
Online newspaper databases

Asahi Shimbun Digital & Kikudo II
Asahi Shimbun Digital is a news site run by the Asahi Shimbun Company.

Kikudo II
Kikudo II is an e-newspaper service provided by the Asahi Shimbun Company.
You can use it for writing papers, looking for a job, and other activities.

Digital Mainichi & Maisaku
Digital Mainichi is an e-newspaper service provided by The Mainichi Newspapers Co., Ltd. It delivers breaking news 24 hours a day, and carries photos and videos unavailable in the printed version of the newspaper, as well as articles written especially for the online service.

Maisaku is a search service integrating a wide variety of databases - maintained by The Mainichi Newspapers Co., Ltd.
Note: Maisaku is only available in Japanese.
4-2 User manual and notes

■ Changing languages
Press the button framed in red below to show the English page.

■ Showing the manual
Click on [Manual] at the bottom of the page to show the manual in English.
4-3 Attendance and real-time questionnaire (respon)

Note: This feature can be used only for courses whose instructors use the attendance function.

You can submit attendance cards online via your mobile device. You might also sometimes use your mobile device as a clicker or to respond to questionnaires in class. There are two modes of submitting such documents: via a browser or the “respon” app. “respon” is a free app used in combination with ToyoNet-ACE. After you register your username and password the first time you use the app, you do not have to enter them every time. The app starts and works quickly and easily. In addition, the app shows the results of clicker responses and questionnaires in real time, serving as a tool for class communication, as well as attendance checks. (Some limitations may be imposed on available functions due to class instructors’ settings.)

How to submit an attendance card online

① Access the attendance card submission screen.

http://hi.toyo.jp/

Note: Save the page as a Favorite, so you can readily access it in the future.

Your acceptance number will be announced during the class.

② Enter your ToyoNet-ACE username and password. Tap [Submit] to complete the procedure.

(for ToyoNet-ACE)
1. User ID
2. Password
3. Acceptance number

Some models of mobile devices (such as iPhone, iPod Touch, Android devices) can use Wi-Fi connections, in addition to 3G and 4G networks. Since some classrooms are equipped with a Wi-Fi connection (the university wireless LAN), it is recommended that you set your mobile device in advance to use Wi-Fi as needed, if your device has the Wi-Fi function. The setup method differs according to the OS. If you are not sure how to set your device, visit the support counter at your campus. 
How to submit an attendance card online via the mobile app

[Preparatory step 1] Download and install the app on your device. 
Search with the keyword “respon.”
- iPhone → App Store  
- Android → Google Play
Note: Only Japanese App Store

[Adding your account]

① Enter your email address.

② Receive an automatically sent email informing you of your registration number.

③ Enter the six-digit registration number on the app.

[Setting “manaba”]

① Enter the server address.

② Obtain a ToyoNet-ACE authentication.

[Submitting an attendance card]

① Enter the nine-digit acceptance number, and tap [GO] to send the card online.
4-4 Use on mobile devices

You can use ToyoNet-ACE on your mobile device too.

Use on mobile devices

Login screen

My page

★ If you have logged in via the URL of the PC version.

Showing the smartphone version

You can submit assignments via your mobile device too. Use your mobile device to read the 2D code shown on My Page to access the dedicated page for smartphones. (It will be convenient to bookmark the page.) You can also use the features of ToyoNet-ACE by accessing the same URL as that of the page for computers.

- You can receive urgent messages or information about assignments. It will be convenient to set your device to receive reminders.
- If you have set your device to reject certain types of messages, set it to receive messages from the domain whose name is shown on the settings screen.

Frequently asked question about use on iOS mobile devices

"What should I do when I am taken to the initial page after entering the login items on my iPhone?"

1. Go to [Settings] > [Safari]
2. [Privacy & Security] > turn off [Block All Cookies]
4. ToyoNet-ACE (Class Support System)  
2019 Student Guide for Information Technology

4-5 Troubleshooting

Q. “The courses I have registered for are not displayed” or “the courses I have withdrawn from are displayed.”

→ The course list is continuously updated during the course registration periods (in April and October). If the courses you have registered for are not displayed even after your course registrations have been finalized, ask at the Information Systems Section.

Q. “I cannot open attachments.”

→ If materials distributed by instructors are in the form of Office 2010, 2013, or 2016 files (Word, Excel, etc.), open the files by using the application of the same version or using the Office Compatibility Pack or Viewer offered by Microsoft for free.

Q. “Pages cannot be displayed properly.”

→ Are you connected to the internet? Is there an error message displayed? Inform the section for inquiries of the details.

Q. “I cannot log in. What should I do?”

① Are you entering your ID and password correctly?

→ If you are not sure of your ID or password, get a certificate-issuing machine to reissue your Notification of Network Service ID.

② Have you forgotten your changed password?

Q. “I have time-outs when answering quizzes or writing papers.”

→ If you spend a long time (two hours or longer) inputting data after you open the input screen, you may get a time-out and the information you have entered may disappear. It is recommended that you write out your entries using a text editor, such as Notepad, and paste them onto the input screen, and then press [Submit].

When you consult the section for inquiries, provide the following information:

① Your student ID number
② Course code and title
③ Instructor’s name
④ Class day and period
⑤ Details of your problem or question

Inquiries:
Information Systems Section, Information Systems Office, Toyo University
Staff in charge of ToyoNet-ACE – Phone no.: 03-3945-7581 or 7597 (Hakusan Campus)
Office hours: 9:00–13:00; 14:00–17:00 on weekdays (Monday to Friday)
5. Use of Your Own Laptop on Campus  
(Use of the University Wireless LAN)

5-1. Outline

You can bring your own laptop with you to the University and connect it to the internet without a LAN cable via Toyo University’s wireless network. For this purpose, you must make arrangements to have your own laptop and configure the settings yourself.

Please note:
- Since the university network has been built for the purposes of education and research, students are allowed to use it within the scope of those purposes, in principle. (Refer to the separate Regulations on Use of the University Network.)
- All PC classroom account holders are registered. For details about the PC classroom account, refer to page 4

■ Eligible students

① All undergraduate students, including evening course students
② Correspondence course students ③ Entrusted students ④ Non-matriculated students
⑤ Special auditing students ⑥ International students

■ Necessary items

① Device, such as a laptop, tablet, or smartphone
② Web browser, such as Edge, Chrome, or Safari

■ Authentication system

Using the network at university requires you to enter your integrated ID and password (indicated in the Notification of Network Service ID) to gain authorized (individual) access to the network. The authentication is aimed at preventing unauthorized access to the network and strengthening network security.

If all personal devices on campus were able to easily connect to the university wireless LAN, it would be extremely difficult for us to limit the use of the network only to those associated with the University. Therefore, we must increase network security to prevent outsiders with malicious intent from breaking into the university network and stealing important information.

■ Steps to obtain authorized access

① Configure your device following the configuration method for the relevant OS (such as Windows 10 or iOS).
② Launch your web browser.
③ The authentication system screen will open. Enter your integrated ID and password on the screen.
④ You will obtain authorized access to the university network.

■ Security measures

The authentication system keeps communication logs, including usernames, session duration, and destinations, to be used to change system configurations or when introducing new equipment with the aim of diverting system loads and enhancing performance. The logs also help in taking necessary emergency measures to address unauthorized access, and to issue warnings to or block the access of users who have placed excessive loads on the network.

■ Notes for users

Protocols (rules for controlling transmission of data) restrict some communications to prevent unauthorized use and the placing of excessive loads on other communications. Please note that not all communications are permitted.

à To send and receive emails, use the webmail function.
5-2. How to use (configuration)

[How to use the wireless LAN on a Windows 10 device]

① Click on the Wi-Fi icon on the menu bar and select [toyowifi] from the list of available Wi-Fi networks.

② Click on [Connect]

③ When you are asked to enter the network security key, enter “Wifi-service@Toyo” in the security key field, and click on [Next].

④ Open your web browser—Chrome, Edge, or others—and enter your integrated ID and password, then click on [Log In].
[How to use the wireless LAN on a Mac OS device]

① Click on the Wi-Fi icon on the menu bar and select [toyowifi] from the list of available Wi-Fi networks.

② When you are asked to enter the WPA2 password, enter “Wifi-service@Toyo” in the password field, and click on [Connect].

③ When you are connected, the authentication screen will open automatically. Enter your integrated ID and password, and click on [Log In].
If the authentication screen does not open, launch your browser, such as Safari, to display the authentication screen.
5. Use of Your Own Laptop on Campus
(Use of the University Wireless LAN)

[How to use the wireless LAN on an iOS device]

① Select [Settings] from the app list.

② Tap [Wi-Fi].

③ Turn on [Wi-Fi], and tap [toyowifi] in the list of available Wi-Fi networks.

④ When you are asked to enter a password, enter “Wifi-service@Toyo” in the password field, and tap [Connect].
5. Use of Your Own Laptop on Campus
(Use of the University Wireless LAN)

⑤ Open your browser, such as Safari, enter your integrated ID and password, and tap [Log In].

[How to use the wireless LAN on an Android device]

Note: The appearance of the settings screen will differ according to the model of your Android device.

① Tap [Settings] in the app list.

② Tap [Network & Internet].

③ Turn on [Wi-Fi], and tap [Wi-Fi] to open the settings screen.
5. Use of Your Own Laptop on Campus (Use of the University Wireless LAN)

④ Tap [toyowifi] in the list of available Wi-Fi networks to connect your device.

⑤ You will be asked to enter a password.

⑥ Open your browser, such as Chrome, enter your integrated ID and password, and tap [Log In].
5-3 Connecting your device to the internet
When the authentication system login screen is displayed, a message may also be displayed as follows. If such a message is displayed, operate your device following the steps shown below.

e.g.) In the case of a Windows device
Click on [Continue to this website (not recommended)].
Note: Even if the screen says, “Security certificate errors,” the data you have sent are appropriately encrypted.

Continue to try to obtain access, so that the authentication screen will be displayed. Enter your integrated ID and password on the authentication screen.
If you cannot browse external websites after logging in, check the proxy settings again.
6. Certificate-issuing Machines

6-1. Outline

■ Issuing various certificates
These machines issue the Certificate of Enrollment, Academic Transcript, Certificate of Expected Graduation, Health Certificate, and Student Discount Travel Card.

■ Accepting various payments
The machines accept payments of certificate-issuing fees, fees for various career support seminars and programs, and other fees.
Note: For instructions on how to use the machines, refer to the latter part of this chapter.

■ Locations and hours of operation

<table>
<thead>
<tr>
<th>Campus</th>
<th>Locations</th>
<th>No. of machines</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hakusan</td>
<td>1st floor, Bldg. 2</td>
<td>2</td>
<td>Weekdays: 9:00–20:30</td>
</tr>
<tr>
<td></td>
<td>1st floor, Bldg. 6</td>
<td>6</td>
<td>Saturday: 9:00–12:45</td>
</tr>
<tr>
<td></td>
<td>4th floor, Bldg. 8</td>
<td>1</td>
<td>17:00–20:00</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>(On Saturdays, only the machines in Building 6 work.)</td>
</tr>
<tr>
<td>Asaka</td>
<td>1st floor, Research Management Bldg.</td>
<td>2</td>
<td>Weekdays: 9:00–16:45</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Saturday: 9:00–12:45</td>
</tr>
<tr>
<td>Kawagoe</td>
<td>1st floor, Bldg. 4</td>
<td>2</td>
<td>Weekdays: 9:00–18:00</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Saturday: 9:00–13:00</td>
</tr>
<tr>
<td>Itakura</td>
<td>1st floor, Bldg. 1</td>
<td>2</td>
<td>Weekdays: 9:00–18:30</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Saturday: 9:00–13:00</td>
</tr>
<tr>
<td>Akabanedai</td>
<td>Next to the Admin. Section counter, 1st floor</td>
<td>2</td>
<td>Weekdays: 9:00–19:45</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Saturday: 9:00–12:45</td>
</tr>
</tbody>
</table>

Note: The machine operating hours during long breaks and university events will be separately announced in bulletin board notices.
6. Certificate-issuing Machines

6-2. How to use
① Insert your Student ID Card into the slot to the right of the monitor.
Select [English] in the center of the screen to change the language to English.

② Enter your PIN, which you registered at the time of admission.
Note: If you have forgotten your PIN, ask the staff at the section in charge of education affairs at your faculty.

③ [Category selection screen]
Select the desired category.

Below is an explanation using the assumption that you have
Tap the name of the necessary certificate or application form.
※ If there is a prescribed maximum number of available copies of the certificate, you cannot enter the number of copies.
※ You can select a subcategory at [Select Subcategory], if necessary.
6. Certificate-issuing Machines

② To change the number of copies, select ▼ in the “Number of Copies” column.

③ Designate the number, and tap [ADD TO CART].

④ If you do not need other certificates or application forms, check that the certificate or application form you selected is added to the cart, and tap [CHECK OUT].

⑤ After confirming the selected certificate and the fee amount, tap [PRINT].
6. Certificate-issuing Machines

⑥ Select the payment mode.

⑦ After confirming the selected certificate and the fee amount, insert the money. After that, tap [OK].

⑧ Screen shown while the document is being issued

⑨ Screen shown while the document is being issued

Print finished.
Please take your paper.
Cisco Webex Teams is an ideal next-generation tool for communication between team members.

Cisco Webex Teams

Cisco Webex Teams is a single cloud-based platform integrating a business messaging function that is easier to use than email; a collaboration function, including a videoconferencing feature; a function to enable users to share hand-drawn diagrams or handwritten text with each other on a real-time basis; and a gateway function needed for mutual connection to existing videoconferencing systems.

Do you want your team members to have a shared awareness? If so, why not use Cisco Webex Teams?

Cisco Webex Teams allows you to check the progress of projects through mutual delivery of "messages," to "share files" and "share whiteboards," and to utilize "video chats," by using "teams" and "spaces" in the cloud. All team members can stay connected at all times, even during intervals between classes.

Do you know the place where teams come together? It is here.

Cisco Webex Teams allows all team members to keep collaborating with each other outside the classroom through such functions as virtual meeting rooms, messaging, file sharing, whiteboards, screen sharing, and video chat. There are no limits on what you can do, regardless of where you are.

Description of Cisco Webex Teams

7-1 Basics

7-1-1 Structure of services

Cisco Webex Teams is a set of cloud-based services provided by Cisco Systems. The services can be used around the world.

There are two versions of Cisco Webex Teams: a beta version and a paid version. Toyo University has concluded a contract for use of the paid version. You can use the platform to communicate not only with Toyo University students and instructors but also with other users outside the University (including beta-version users).

Toyo University uses the platform for authentication purposes in combination with ToyoNet Mail. The video chat function can connect up to 25 users in one virtual meeting room at the same time. (The platform also enables connection to computers and videoconferencing devices inside and outside the University.)

7-1-2 Differences

[ToyoNet-ACE(manaba)]
(1) To organize seminar or club activities across multiple years of academic years.
(2) To enable video chatting between instructors and students studying abroad.
(3) To enable real-time communication.

For some uses, Cisco Webex Teams may be more convenient.

Other tools: Similar functions, including group messages, free calls, and video chats.

[LINE]: While LINE’s cancelling function is available only within 24 hours after posting, there are no time limits on post cancellation on Cisco Webex Teams. You may sometimes not want to use LINE or want to differentiate your private communication from your communication for your studies.

[slack]: Slack (spelled “slack” in its logo) is often used for communication at IT companies. This state-of-the-art tool has been used in coordination with many other systems. It enables users to comment on and “like” posts. Switching to another group requires users to log in again.

[Microsoft Teams]: This is a tool included in Office 365, and is similar to slack. Equipped with a wiki function, it enables collaborative work. It is designed mainly to be used by in-house groups.
7. Cisco Webex Teams (Communication Tool) 2019  Student  Guide for Information technology

7-2 How to start using

7-2-1 Logging in on a web browser

Launch a web browser on a computer or mobile device to access the login page at the following

https://teams.webex.com/

On the login page, enter your ToyoNet Mail address. You may receive an email asking you to activate your account.

Note) If you enter an email address that is not registered with Teams or is other than an “@toyo.jp” address, you will be registered as a user of the beta version.

Cisco Webex Teams user authentication coordinates with the Google authentication of “@toyo.jp” addresses. At the time of your first-ever use of Cisco Webex Teams or your first use in a long time, the Google account login screen will open.

Note) If you are using a device on which you are already logged into a Gmail account other than an “@toyo.jp” account, you may be unable to log in to Cisco Webex Teams. In such cases, access Gmail on a web browser, log out of Gmail, and try to log in to Cisco Webex Teams again with your Google (@toyo.jp) account.

7-2-2 Accessing Cisco Webex Teams on the app (mobile-device version or computer version)

Mobile-device version of the app

Download the app from: https://www.webex.com/team-collaboration.html

With various functions, such as screen capture, file attachment, and file view, as well as videoconferencing, the app is very useful, especially if you install it on the computer you use every day.

Computer version of the app
7-3 Overview of use

PC (app.)

**Space**
A Space helps a group that is tackling a specific topic, allowing the members to cooperate with each other (for a short or long period) focusing on a particular project.

If the project is unexpectedly expanded beyond its initial objectives, the Space can be moved into the Team, and will thereafter become a Team Space.

**Team Space**
A Team formed for a shared specific theme enables users to classify multiple Spaces and collectively manage them under the Team.

The “Team” function helps collectively manage a group of multiple users who will tackle something over a long period—probably something complex involving many activities or containing multiple segmented and simultaneously ongoing sub-projects.
8. Frequently Asked Questions and Answers

Q. Do I have to take any specific procedure to use a PC classroom for self-study?

→There is no particular procedure to be followed. You just have to enter your integrated ID and password as indicated on your Notification of Network Service ID to log in after booting up a PC.

Q. I have forgotten my integrated ID and password, which I need to log in to ToyoNet Mail, ToyoNet-ACE, and PCs in PC classrooms. What should I do?

→Use a certificate-issuing machine to reissue the Notification of Network Service ID.
You will not be charged for reissuance.
Note: Each student can have up to five copies of the Notification of Network Service ID reissued per year.

Q. I have heard that students can use their own laptop computer on campus. How can I do this?

→To use your own computer on campus, you have to configure it. Refer to “5. Use of Your Own Laptop on Campus (Use of the University Wireless LAN)” in this booklet.

Q. I changed my password and have now forgotten it. What should I do?

→If you have forgotten your changed password, apply for password initialization at the information system operation counter (see page 1) at your campus.

Q. What is the difference between ToyoNet-ACE and ToyoNet-G?

→ToyoNet-ACE is a class support tool, assisting in class activities. It is used mainly to prepare for and review classes, and to submit assignments under the direction of instructors after you complete course registration. ToyoNet-G, meanwhile, is an integrated system to provide students with general assistance in their on-campus lives. The system allows students to register for courses, obtain class cancellation information, receive announcements from the university administration, get career support, and reserve a seminar house, for example.
Both systems can be accessed through Toyo University's website. ([https://www.toyo.ac.jp/](https://www.toyo.ac.jp/))

Note: For other FAQs, visit the “困った時は” (Inquiries) page on the ToyoNet website. ([https://www.toyo.ac.jp/toyonet/](https://www.toyo.ac.jp/toyonet/))
9. Collection of Rules on Use

9-1. Notes on use of PC classrooms

The following acts are prohibited. If you commit any of these acts, you may be required to leave the PC classroom. Observe the fundamental rules as a member of the Toyo University community and cooperate with us in creating a better environment for education and research.

① Giving your user ID to another person, allowing other persons to use it, or disclosing your password to other persons
② Installing softwares on PCs in PC classrooms
   Note: This is prohibited because PCs in PC classrooms are for shared use.
③ Eating or drinking in PC classrooms
   Note: Keep food and beverages, including PET bottles, in your bag. Exposing PCs to food or beverages may result in their being damaged.
④ Speaking on a mobile phone, or talking so loudly that other users are inconvenienced
   Note: Switch your mobile phone to silent mode, and set it to operate soundlessly.
⑤ Charging your devices
   Note: Students are prohibited from charging their devices using the electrical outlets in Knowledge Square, PC classrooms, or other places on campus.
⑥ Inappropriately occupying seats in a PC classroom
   Note: If baggage is left on a seat for 15 minutes or more, staff will remove it and temporarily hold it.
⑦ Leaving your seat without logging out of the PC
   Note: Such act may result in your account being used by someone else with malicious intent or without permission.
⑧ Other
   Using the network or computers to slander or libel others
   If it is discovered that you have used the network or computers inappropriately or maliciously, your use of the network or computers may be restricted.
   Other acts that violate laws and ordinances, the Toyo University Academic Rules and Regulations, other university rules, or accepted customs concerning fair network use.
9. Collection of Rules on Use

9-2. Guidelines on Use of Toyo University Email Service “ToyoNet Mail”

Put into force on April 1, 2010
Revised on May 30, 2011
Revised on March 1, 2013
Revised on October 1, 2014
Revised on January 1, 2016
Revised on February 1, 2019

(Objective)
Article 1: These guidelines provide for necessary matters concerning the use of Toyo University’s email service named “ToyoNet Mail” (hereinafter, “this service”).

(Definitions)
Article 2:
1. This service is provided using Gmail, an email service that is included in “G Suite for Education” provided by Google LLC.
2. This service is provided by the Toyo University Incorporated Educational Institution (hereinafter, the “University”) with permission to use it for educational and research activities and for university management.

(Users)
Article 3: Use of this service shall be permitted to those designated in the following items:

(1) University trustees
(2) Full-time faculty members and assistants among University instructors
(3) Adjunct lecturers, research fellows, and professors emeriti among University instructors
(4) Full-time staff members and full-time commissioned staff members among University staff members
(5) Staff members employed for specific periods, research assistants, and on-site practicum assistants among University staff members
(6) Temporary employees and part-time employees among University staff members
(7) Undergraduate and graduate students enrolled in regular courses and regular students enrolled in correspondence courses among University students
(8) Research students among University students
(9) Teachers at University Junior and Senior High Schools, Toyo University Keihoku Junior and Senior High Schools, Toyo University Keihoku Kindergarten
(10) Full-time staff members at University Junior and Senior High Schools, Toyo University Keihoku Junior and Senior High Schools, Toyo University Keihoku Kindergarten
Staff
(11) Other persons whom the head of the Information Systems Office recognizes as qualified

(Application for use)
Article 4:
1. Each of those designated in Items 1, 2, 4, 5, 7, 9, or 10 in the preceding article shall be provided with a user identification number (hereinafter, an “account”) on the basis that their acquisition of their current status is recognized as entailing approval for their application to use this service.
2. Those designated in Items 3, 6, 8, and 11 in the preceding article shall apply to use this service by submitting the designated application form to the Information Systems Office.
3. Use of accounts for particular duties or posts, or for limited periods, shall be applied for by persons who fall under Items 1, 2, or 4 in the preceding article by submitting the designated application form to the Information Systems Office.

(Approval)
Article 5: When applications are submitted according to the preceding article, the head of the Information Systems Office shall examine the applications, and issue “a Notification of Network Service ID “to each of the applicants who are recognized as qualified. When applications cannot be approved, the applicants shall be informed of that fact.

(Accounts)
Article 6:
1. All pieces of account information shall be managed under an integrated authentication system.
2. Account names issued to those designated in Items 1, 2, 3, 4, 5, 7, 8, 9, 10, and 11 in Article 3 shall be aimed at identifying individual users.
3. Account names provided for in Item 2 in Article 3 shall be automatically generated by the integrated authentication system.

4. Account names issued to those designated in Item 6 in Article 3 shall be aimed at identifying particular duties or posts, in principle, rather than identifying individual users. If a particular duty or post needs multiple accounts, accounts with consecutive numbers shall be issued.

5. Accounts that are applied for according to Paragraph 3, Article 4 shall be aimed at identifying the particular purposes.

(Period of use)

Article 7:
1. The accounts of those designated in Items 1, 2, 3, 4, 5, 6, 7, 8, 9, and 10 in Article 3 shall be valid as long as the account holders continue to have the designated statuses.

2. The accounts of those designated in Item 11 in Article 3 shall be valid for up to one year.

(Suspension of use and deletion of accounts)

Article 8:
If a user of this service loses his/her status as described under any of the items in Article 3, his/her account and email information (including sent and received messages and configuration information) shall be deleted after being retained for a certain period.

(Provisions to comply with)

Article 9:
1. Users of this service shall comply with the provisions of the following items:
   (1) Users shall agree to the terms of service formulated by Google LLC. (https://gsuite.google.com/intl/ja/terms/user_terms.html)
   (2) Users shall tightly manage their passwords referring to the separately formulated “Toyo University Information Systems Guidebook.”
   (3) Users shall take their own appropriate measures against computer viruses.
   (4) Users shall manage data in their own mailbox, and backup their data as needed.

2. If a user cannot agree to the terms of service notwithstanding the provision of Item 1 in the preceding paragraph, he/she may return the account provided for him/her.

(Prohibited acts)

Article 10:
1. Users of this service shall not commit the acts stipulated in the following items:
   (1) Acts that are designated in the “Gmail Program Policy” formulated by Google LLC (https://www.google.com/gmail/about/policy/)
   (2) Giving their accounts to other persons or allowing other persons to use their accounts
   (3) Disclosing their passwords to other persons
   (4) Violating the secrecy of communication
   (5) Other acts that offend against laws and ordinances or against public order and decency

2. If a user of this service commits any of the prohibited acts designated in the preceding paragraph, necessary countermeasures may be taken upon notice being given to the user.

(Other)

Article 11:
1. In this service, the University shall be responsible for managing accounts and exercising surveillance over unauthorized use.

2. The duties stipulated in the preceding paragraph and administrative duties shall be conducted by the Information Systems Office.

3. These guidelines shall be disclosed to the public.

4. These guidelines may be revised without advance notice.

5. If these guidelines are revised according to the preceding paragraph, the disclosure of the revised guidelines shall serve as the announcement of the revision.

(Enforcement)

Article 12: These guidelines shall be put into force on April 1, 2010.
9-3. Notes for students (on use of ToyoNet-ACE)

Objective of ToyoNet-ACE
This system is aimed at helping conduct face-to-face classes.

Functions
● Distribution of class materials before or after classes (educational material distribution)
● Submission of assignments and papers
● Bulletin board
● Quizzes
● Questionnaires
● Attendance management
● Grade management
● Project study
● Management of study records
● Mutual paper reading and individualized guidance

Rules for users to comply with

You are expected to be keenly aware of your status as a Toyo University student, and to comply with the following rules to ensure that the system is used to meet the desired objective.

1. Tightly manage your own ID and password.
2. Conform to norms of public order and decency when you post something or otherwise use the system.
3. Take all possible care not to infringe on copyright or the like when you reproduce or quote contents of other people's making.
4. Take all possible care not to violate human rights or privacy.
5. Take all possible care not to post anything that libels particular individuals or groups, or anything with discriminatory or obscene content.
6. Take all possible care not to disseminate information in such a way as to deviate from the system's desired educational and research objective.
7. Take all possible care not to disseminate information or act in a way that can be viewed as obstructing class management.
8. Take all possible care not to use the system in an inappropriate way.
9-4. Toyo University Incorporated Educational Institution Regulations on Use of the Information Environment and Detailed Rules on Toyo University Students’ Use of the Information Environment

The Toyo University Incorporated Educational Institution Regulations on “Use of the Information Environment” and “the Detailed Rules on Toyo University Students’ Use of the Information Environment apply to use of the University’s network.”

(Objective)
Article 1: These regulations are aimed at defining the basic matters concerning the safe, secure, and stable use of the information environment of the Toyo University Incorporated Educational Institution (hereinafter, the “Institution”) in conformity with Paragraph 2, Article 13 of the Toyo University Incorporated Educational Institution Basic Regulations on the Establishment, Operation, and Management of the Information Environment (hereinafter, the “Basic Regulations”).

(Definition)
Article 2: The Institution’s information environment shall be as defined in Article 2 of the Basic Regulations.

(Users)
Article 3: Users of the Institution’s information environment shall be as defined in Paragraph 1, Article 13 of the Basic Regulations.

(Restriction of use)
Article 4: In the following cases, use of the information environment may be restricted entirely or partly.

1. During inspection works due to power cuts based on laws and ordinances
2. When accidents or defects occur
3. When urgent processing is required
4. When natural disasters or other unavoidable events occur
5. While information equipment is being renewed
6. Other cases where restriction of use is recognized as necessary for reasons equivalent to the preceding items

(Compliance with user guidelines, etc.)
Article 5: Users of the Institution’s information environment shall comply with specific user guidelines, rules, etc., if any.

(Prohibited acts)
Article 6: Users of the Institution’s information environment are prohibited from committing the acts designated in the following items:

1. Acts that violate the Toyo University Incorporated Educational Institution Regulations on Protection of Personal Information
2. Acts with the potential to defame the Institution or the schools run by the Institution
3. Acts with the potential to infringe intellectual property rights
4. Acts involving the use of the information environment while pretending to be someone else
5. Acts with the potential to obstruct the stable operation of the information environment
6. Acts involving the use of the information environment beyond the desired objectives of use
7. Other acts that violate laws or ordinances, the Toyo University Academic Rules and Regulations, other university rules, or accepted customs concerning fair use of the information environment

2. Users who are found to have committed any of the prohibited acts stipulated in the preceding paragraph may be punished based on decisions made by the relevant organization.

(Detailed rules)
Article 7: The separately formulated Toyo University Detailed Rules on Faculty and Staff Members’ Use of the In-
formation Environment and the Toyo University Detailed Rules on Students’ Use of the Information Environment shall apply to matters other than those provided for in these regulations concerning use of the information environment by the University’s faculty and staff members and students.

2. These regulations shall also apply to use of the information environment by teachers, staff members, and students at Toyo University senior high schools, etc. The Toyo University senior high schools, etc. may formulate regulations, etc. on other matters concerning use of the information environment.

(Use by outsiders)

Article 8: The provisions of the preceding article shall also apply to use of the information environment by outsiders.

(Revision)

Article 9: These regulations may be revised by the chairman based on decisions made by the Council of Executive Trustees.

Supplementary provisions

1. These regulations shall be put into force on August 1, 2000.
2. The Action Committee’s functions provided for in these regulations shall be carried out by the Committee in place of the former until the former is established.

Supplementary provisions (Regulations No. 76 of 2014)

These regulations shall be put into force on April 1, 2014.

Supplementary provisions (Regulations No. 270 of 2015)

1. These regulations shall be put into force on July 1, 2015.
2. The Toyo University Regulations on the Committee for Management of Network Systems Use (Regulations No. 40 of 2000) shall be abolished in the wake of the enforcement of these regulations.

(Objective)

Article 1: These detailed rules are aimed at defining matters necessary for the safe, secure, and stable use of the information environment by students at Toyo University (hereinafter, the “University”) in conformity with Paragraph 1, Article 7 of the Toyo University Incorporated Educational Institution Regulations on Use of the Information Environment (hereinafter, the “Regulations on Use”).

(Matters requiring attention concerning use of the information environment)

Article 2: While using the information environment, Toyo University students shall pay due attention to the following matters.

(1) The information environment is to be used for the purposes of study or research.
(2) The Notification of Network Service ID is to be kept with due care.
(3) Students are to comply with the Regulations on Use and these detailed rules whenever they use the information environment.
(4) Students are to comply with specific user guidelines and rules, if any.

(Information security measures)

Article 3: Devices that will be connected to the information network shall be protected with measures against computer viruses, vulnerabilities, etc.

2. When handling data using external storage media (including USB flash drives), students shall take all possible care not to lose or leave behind such external storage media, and make all possible efforts to protect information against unauthorized access.

3. When leaving their seat while using a computer, students shall pay due attention to preventing other persons from viewing the screen or operating the computer without permission.

(Prohibited acts)

Article 4: In addition to the acts stipulated in Article 6 of the Regulations on Use, students are prohibited from committing the following acts while using the information environment.

(1) Disclosing their accounts to other persons
(2) Using other users’ accounts
(3) Eating or drinking in PC classrooms for classes, Knowledge Square, and PC classrooms for self-study
(4) Using the network or computers in such ways as to violate the privacy of another person without such person’s explicit approval

(5) Using the network or computers in such ways as to slander or libel other persons

(6) Trying to gain unauthorized access to the University’s network or other networks

(7) Storing or disclosing obscene materials that are unbefitting of students of the University

(8) Using peer-to-peer (P2P) file sharing software with an automatic public file-transfer function on campus

2. If a student is discovered to have committed any of the prohibited acts or violated specific user guidelines or rules, his/her use of the information environment may be suspended, and he/she may be punished.

(Use of social media, etc.)

Article 5: Students shall not use social media without being fully familiar with its characteristics, and shall make all possible efforts to use it appropriately.

2. When disseminating information, students shall be keenly aware of the dignified and responsible way in which students at the University are expected to behave, and of expectations regarding common sense.

(Revision)

Article 6: These detailed rules may be revised by the head of the Information Systems Office.

Supplementary provisions

These detailed rules shall be put into force on July 1, 2015.