

## Important Points for the Safe and Secure Use of Information Systems (for faculty members and employees)

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University of Tsukuba  
Organization for Information  
Infrastructure  
(Division of Information  
Management)

When using the information systems in the University of Tsukuba (networks, computers etc.), to maintain a high level of security awareness, please note the following points:

### 1. I regularly update Windows and use all software programs in their most recent version.

Computer viruses can spread maliciously through the operating system (Microsoft Windows, macOS, etc) and can take advantage of defects in popular software programs (Microsoft Office, Adobe Reader, web browsers, etc). For Microsoft Windows, you need to perform Windows Update or Microsoft Update; for macOS, you need to regularly do software updates to maintain the software in its latest version. If the support for an old version of an operating system has ended, stop using that version. You need to update to the latest version. For all other software programs, you should always update to their latest version.

### 2. Notes on using group mail service and online storage service of third parties

Are you using Google Groups, OneDrive (formerly SkyDrive), Google Drive, Dropbox, etc.? Services on the Internet, such as online storage services, may inadvertently release information to the world. For example, depending on careless security settings, it may be possible to view a third party, or the file synchronization function may inadvertently upload a file of confidential information to a public folder.

When you would use such storage services to place your data outside the university, you must always conform to the “rules of information rating and limitations for handling” (available in Japanese only). For “rules of information rating and handling limitations”, please refer to: <https://oii.tsukuba.ac.jp/en/information-security/kakuduke/>  
Also, strengthen your security settings with passwords that many numbers of digits and character types, and multi-factor authentication.

(Reference)

Guidelines for the Use of Cloud Services (Japanese only):  
<https://oii.tsukuba.ac.jp/en/regulation-3/>

### 3. Be sure not to open suspicious e-mails.

The University of Tsukuba has observed an increase in suspicious e-mails. These often include phishing scams, involving fraudulent e-mails that masquerade as e-mails coming from a system administrator that try to steal your account information. Cyber-attack e-mails claiming to represent delivery notifications from delivery companies designed to let you open an attachment file in order to infect your computer with a virus have also been increasingly observed. Be aware of the following points, and if you seem suspicious, ask the university administrator.

- (1) E-mails from domains other than that of the University of Tsukuba (other than “tsukuba.ac.jp”).

- (2) Access instruction to URL of domain (other than “tsukuba.ac.jp”) other than that of the University of Tsukuba.
- (3) Instruction to enter password (The administrator will never learn about the password).

(Reference)

Examples of Phishing E-mails: <https://www.u.tsukuba.ac.jp/en-phishing-collection/>

#### 4. Transmitting information to the internet, such as via SNS

Your remarks and behavior on the Internet are possible to be exposed to many people, and careless writing may cause trouble. It results in loss of the public's confidence in the university and its members. Please be careful not to transmit inappropriate information such as matters to be kept secret and contents contrary to public order and morals.

(Reference)

Guidelines for Use of Social Media in the University of Tsukuba:  
<https://ksp.sec.tsukuba.ac.jp/wp/?p=146914>

#### 5. Have you taken the “INFOSS Information Ethics” course?

The Organization for Information Infrastructure provides e-learning materials on information security for all students, faculty members, and employees. Faculty members and employees must take the course once in at least 3 years. If you have not taken this course yet, please do it as soon as possible.

For detailed information, refer to <https://oii.tsukuba.ac.jp/en/info-2/>

You can check your attendance of INFOSS Information Ethics at learning management system for e-learning: <https://lms4el.sec.tsukuba.ac.jp/>

#### 6. Proper management of equipment containing personal and confidential information

If personal and confidential information are not properly handled, serious security incidents may occur. Please make sure that equipment containing personal and confidential information is managed properly along the following points.

(1) If you have more than one device that have personal and confidential information, please consolidate the information as much as possible on one device. Please delete unnecessary personal and confidential information from the other devices.

(2) For devices that hold personal and confidential information, please make sure that access controls (set passwords to devices, communication control by firewalls) and authentication are performing reliably.

(3) Please do not take out portable devices (notebook computer, etc.) and external storage devices (USBs, SDs, etc.), which store personal and confidential information, outside the University. If unavoidable, please limit to the minimum necessary information, make sure to set passwords and encrypt the data to prevent from theft or loss, and then delete information after use.

(Reference)

Procedures Concerning Information Classifications and Handling Restrictions:  
<https://oii.tsukuba.ac.jp/en/information-security/kakuduke/>

## 7. Password management and setting

You must properly manage information system passwords.

Be especially careful as the Tsukuba University Integrated Authentication System password is also used in systems such as manaba and TWINS that handle important information.

- (1) Passwords should not be shared with anyone.
- (2) Don't ask students or the secretary to do work that requires your password for you.
- (3) Set passwords that are difficult and hard to guess.
- (4) Don't reuse the ID and password of the Tsukuba University Integrated Authentication System for other systems and services.

Recently, cases where passwords are cracked frequently (Hackers steal passwords using password cracking tool), so we must set a strong password.

## 8. Do you know about the software licenses provided by the Academic Computing and Communications Center?

### ① **EES:**

The University of Tsukuba has made an agreement for EES (Enrollment for Education Solutions) with Microsoft. Faculty members and employees can use Windows (upgrade version only), Office, etc. for university computers.

For detailed information on EES, refer to <https://ds.cc.tsukuba.ac.jp/ms-ees/>

### ② **Antivirus Software:**

The University of Tsukuba has purchased a site license of an antivirus software program. Faculty members and employees can use antivirus software.

For detailed information on antivirus software, refer to <https://www.cc.tsukuba.ac.jp/wp/service/sl/trendmicro/>

### ③ **Other software licenses:**

For detailed information on the other software, refer to <https://www.cc.tsukuba.ac.jp/wp/service/sl/>

## 9. Reference information

- Organization for Information Infrastructure, University of Tsukuba:  
<https://oii.tsukuba.ac.jp/>
- Guidelines for the Use of Information Systems at the University of Tsukuba:  
<https://oii.tsukuba.ac.jp/en/regulation-3/>

You should immediately report any actual or suspected information security breaches by e-mailing: [incident@cc.tsukuba.ac.jp](mailto:incident@cc.tsukuba.ac.jp)