

Guidelines for Users of Computer and Network Facilities

1. Eligible Applicants

The persons who want to use the computer and network facilities in the Graduate School of Economics, Osaka University, hereinafter referred to as computer facilities, must get a User Account and its corresponding password. The following are eligible:

- (1) Members of the Academic Staff of the Graduate School of Economics (including part-timers)
- (2) Students of the Graduate School / School of Economics (including research students)
- (3) Other persons whose applications have been approved by the Administrators

2. Rules Governing Usage and Consequences of Inappropriate or Illegal or Actions

All account holders are required to abide by the following rules. Inappropriate or illegal usage may lead to penalties including revoking of the account, disciplinary action, and/or legal action. All of disadvantages by penalties are NOT made reparation. If you have any objection against the penalties, you can lodge a complaint with the Committee of Network Administrators (info-admin@econ.osaka-u.ac.jp) within one week.

3. Computer and Network Use Policy

- (1) A computer account is intended to be used in pursuit of academic objectives and should not be used for any other purpose.
- (2) Any illegal or inappropriate use of computer facilities or use in support of such activities is prohibited.
- (3) All account holders are required to comply with the instructions by the Administrator promptly, and abide by all rules and instructions, which are listed in the Guidelines and the Web Pages for the Account Holders in the Graduate School of Economics. Account holders are NOT exempted from responsibility because of ignorance.
- (4) **Connection of any computer or any communication device (e.g., router, hub and etc.) to the computer network without the consent of the Administrator is prohibited.**
- (5) **Connection of only one computer to the computer network at the same time is permitted.**
- (6) Any actions that change the network setting, or interfere with the work of other account holders or network administration, or monitor network traffic are prohibited.
- (7) Any actions that cause heavy loads or troubles of network equipment are prohibited.
- (8) Any wastes of network resources are prohibited.
- (9) Anyone who feels that illegal access or virus infection is suspected should report it to the Administrator immediately.

4. Account Policy

- (1) No person may use, or attempt to use, any computer account other than his/her own assigned account.
- (2) A computer account must be kept secure and not disclosed to or used by any other person.
- (3) Account holders must not attempt unauthorized access of computer network facilities both inside and outside of the Graduate School of Economics, Osaka University.
- (4) Account holders must accept full responsibility and liability for the results of the actions with regards to the use of computer facilities.

5. Computing Labs Use Policy

- (1) The Computing labs are open at weekdays from 9:00 am to 5:00 pm on Monday to Friday

except on holiday. Users are allowed to use the Computing Labs during off-hours on the condition that users abide by the rules for off-hours usage.

- (2) Lectures have priority to use computing labs. During lectures, users irrelative to the lectures are not allowed to use computing labs in principle.
- (3) Any actions that cause nuisances to other users are prohibited.
- (4) The services that users can use depend on the users' affiliations and classifications.
- (5) All equipments, manuals, software and databases are the property of the Graduate School of Economics. No user is allowed to remove them from the Computing Labs, except for data which he/she retrieved.
- (6) **Users have to obtain the Administrator's permission, when installing software.** Stolen or illegal copies of software are not permitted in the Computing Labs.
- (7) No foods, drinks or smoking is allowed in the Computing Labs.
- (8) Users must keep the computing labs clean by taking away their trash.
- (9) When users find equipment trouble, users must cut the power supply for the equipment immediately, put a notice on it, then report the trouble to the Administrator with using BBS (Bulletin Board System) or E-mail to admin@econ.osaka-u.ac.jp

6. Off-Hour Computing Labs Use Policy

- (1) The Computing labs are open from 9:00 am to 5:00 pm on Monday to Friday except on holiday. Users may use the Computing Labs during other times, which is defined as Off-Hour use.
- (2) Users are allowed to use the Computing Labs during off-hours on the condition that the users partially act as a deputy for the Administrator. Partially acting as a deputy for the Administrator means to monitor equipment and other users when using the Computing Labs, turn the power off, and close the door when leaving the Computing Labs.
- (3) The administrator may limit off-hours use, when users do not comply with the conditions for off-hour use.

7. Home Directory (Private Data Storage on the Network) Use Policy

- (1) Any account will be assigned storage space for private use, named home directory, on the network
- (2) Both the Account holder and the Administrator may manage access privileges for his/her assigned home directory.
- (3) The Administrator is not responsible for data loss in the home directory by accidents. Because each home directory is NOT backed up, any user should make an effort to backup his/her own files.

8. Print Rules in the Computing Labs.

- (1) No user is allowed to print for non-academic activities.
- (2) Users must use your own papers when printing.
- (3) Any papers that cause paper jams or accidents of printers are not allowed to use.
- (4) Users are requested to abide by rules shown in ***“Print out and Printers”*** in the ***Web site of Computer Room of the Graduate School of Economics.***

9. Internet Rules and Etiquette

Users are requested to abide by rules shown in the ***Web site of Computer Room of the Graduate School of Economics.***