

UNIVERSITY REGULATION ON THE USE OF THE INFORMATION PROCESSING
CENTER (THE UNIVERSITY OF AIZU INFORMATION SYSTEMS AND
TECHNOLOGY CENTER)

Article One

(Objective)

1.1 This regulation provides for necessary matters concerning the use of the resources of the University of Aizu Information Network Systems, (for the purpose of this regulation, hereinafter collectively referred to as the "AINS RESOURCES") administered and managed by the Information Processing Center (for the purpose of this regulation hereinafter referred to as the "CENTER") of the University of Aizu.

1.2 The AINS RESOURCES provided for in Paragraph 1.1 above shall refer to the computer systems and campus network systems and information - related equipment, etc. which are comprised of hardware, software, documents and other kinds of information, and services used with these systems.

Article Two

(Purpose Of Use)

2.1 The use of the AINS RESOURCES shall be allowed for the following purposes of the Public University Corporation, the University of Aizu (hereinafter referred to as the "UNIVERSITY") only:

- (1) Education;
- (2) Research;
- (3) Administration and management; and
- (4) Other purposes the Director of the Information Systems and Technology Center (for the purpose of this regulation, hereinafter referred to as "CENTER DIRECTOR") approves of.

Article Three

(Range of The Users)

3.1 Individuals who are allowed to use the AINS RESOURCES (for the purpose of this regulation, hereinafter referred to as the "USERS") shall be those listed in the following items who have been granted approval for the use in accordance with the provisions provided for in Article 4 below;

- (1) The UNIVERSITY faculty members (including visiting and part-time faculty, this inclusion shall hereinafter apply) and administrative personnel (for the purpose of this

regulation, hereinafter collectively referred to as "ACADEMIC AND ADMINISTRATIVE PERSONNEL");

(2) UNIVERSITY students, including students of nondegree status, research students, exchange students, and trainees (for the purpose of this regulation);

(3) PRIVATE, ETC. COOPERATIVE RESEARCHERS approved in accordance with the Regulation On The Treatment Of University Of Aizu Cooperative Research; and

(4) Other individuals not affiliated to the UNIVERSITY to whom the CENTER DIRECTOR has given approval (for the purpose of this regulation, hereinafter referred to as "UNIVERSITY OUTSIDERS".)

Article Four

(Approval Of Applications For And Valid Period Of Use)

4.1 An individual who wishes to use the AINS RESOURCES (for the purpose of this regulation, hereinafter referred to as an "APPLYING USER") shall have the right to use the AINS RESOURCES after submitting to the CENTER DIRECTOR an application form, according as what type of AINS RESOURCES desired, and obtaining approval for use from the CENTER DIRECTOR.

4.2 With respect to the submission of application forms stipulated in Paragraph 4.1 above, in the case that an APPLYING USER is an ACADEMIC OR ADMINISTRATIVE PERSONNEL member, an application form for his/her user account must be submitted to the CENTER DIRECTOR by the Director General of the Administrative Office. In the case that an APPLYING USER is a UNIVERSITY student, an application form must be submitted to the CENTER DIRECTOR by the Director General of the Department for Student Affairs.

4.3 An APPLYING USER, excluding those stipulated in Paragraph 4.2 above, must submit an application form to the CENTER DIRECTOR via the Deans and Directors of respective Departments which refer to the Administrative Office / Department for Student Affairs / Academic Departments / Centers listed below. However, USERS may apply for approval in person when the CENTER DIRECTOR specially approves of doing so.

(1) In the case that an APPLYING USER is an "ACADEMIC AND ADMINISTRATIVE PERSONNEL" member, applications must be made via the Director of the Administrative Office / Academic Departments / Centers;

(2) In the case that an APPLYING USER is a UNIVERSITY student, applications must be made via the Director General of the Department for Student Affairs; and

(3) In the case that an APPLYING USER is a PRIVATE, ETC. COOPERATIVE

RESEARCHER or UNIVERSITY OUTSIDER, applications must be made via Deans and Directors of respective Departments to which the faculty member responsible for accepting the said COOPERATIVE RESEARCHER or OUTSIDER is affiliated.

4.4 The CENTER DIRECTOR, when he/she has approved of an application stipulated in Paragraph 4.2 above, shall notify the result to the Director General of the Administrative Office or the Director General of the Department for Student Affairs. In addition, when the CENTER DIRECTOR has approved of an application stipulated in Paragraph 4.3 above, he/she shall inform the result to the relevant Deans and Directors stipulated in the Paragraph 4.3 above. In the case that an APPLYING USER is a PRIVATE, ETC. COOPERATIVE RESEARCHER OR UNIVERSITY OUTSIDER, the notification shall be made to the faculty member responsible for accepting the said PRIVATE, ETC. COOPERATIVE RESEARCHER or UNIVERSITY OUTSIDER.

4.5 In principle, the valid period of the right to use the AINS RESOURCES of USERS shall be as follows:

- (1) Right to use the AINS RESOURCES given to the ACADEMIC AND ADMINISTRATIVE PERSONNEL shall be valid during the period when they hold their positions and carry out their duties;
- (2) Right to use the AINS RESOURCES given to UNIVERSITY students shall be valid during the period when they hold their status and are engaged in studies, research and / or training.
- (3) Right to use the AINS RESOURCES given to PRIVATE, ETC. COOPERATIVE RESEARCHERS and UNIVERSITY OUTSIDERS shall be valid during the period approved and it shall be valid at the longest up to the end of the fiscal year when the use was approved.

Article Five

(Changes Of Items in Approved Applications)

5.1 If any change of the items in the approved application appears, USERS must submit an application form for the change to obtain approval from the CENTER DIRECTOR forthwith.

5.2 The application form for changes including account changes stipulated in Paragraph 5.1 above must be submitted to the CENTER DIRECTOR via the Deans and Directors of respective Departments stipulated in Paragraph 4.3. However, USERS may apply to change the application in person when the CENTER DIRECTOR specially approves of doing so.

5.3 When the CENTER DIRECTOR has approved the above changes, he/she shall

notify them to the said USER, the Deans and Directors of respective Departments stipulated in Paragraph 4.3 and in the case that USER is a PRIVATE, ETC. COOPERATIVE RESEARCHER or UNIVERSITY OUTSIDER, the faculty member responsible for accepting the said COOPERATIVE RESEARCHER or OUTSIDER shall be notified to that effect.

Article Six
(Extent Of Use)

6.1 The CENTER DIRECTOR, for the purpose of the AINS RESOURCES management and administration, may define the extent to which the USERS can use the AINS RESOURCES in response to emergent requirements.

6.2 USERS must not go beyond the extent of use stipulated in Paragraph 6.1 above.

Article Seven
(Prohibitions Against Relocation Or Remodeling)

7.1 USERS, unless otherwise approved by the CENTER DIRECTOR, must not relocate the AINS RESOURCES or do hardware remodeling such as connecting peripherals to the AINS RESOURCES, etc..

Article Eight
(Rules For Use)

8.1 USERS, upon using the AINS RESOURCES, must observe each of the following items:

- (1) Refrain from conduct which seriously interferes with the work of other USERS;
- (2) USERS should not make any improper use such as use against the public order and morality, as well as ordinances and the Regulation of the Public University Corporation including the Ruling on the University of Aizu.
- (3) Notwithstanding whether they are accessible or not, USERS must not use other USERS' AINS RESOURCES such as their files, etc. without their permission.
- (4) USERS must not sublet their right to use the AINS RESOURCES such as their accounts to others.
- (5) USERS must keep confidential matters such as their passwords, etc. and refrain from making them known to others.
- (6) USERS must not use the AINS RESOURCES under a false identity.
- (7) Refrain From dirtying and damaging the AINS RESOURCES.
- (8) Refrain From other violations against the items determined separately by the

CENTER DIRECTOR.

8.2 USERS must be responsible for results of the use of the AINS RESOURCES made after the AUTHENTICATION PROCEDURE.

Article Nine

(Returning The AINS RESOURCES)

9.1 USERS, if they come under any of the following items, must promptly return the AINS RESOURCES concerned to the CENTER:

- (1) In cases in which the USERS forfeit the right to use the AINS RESOURCES stipulated in Article 4 above;
- (2) In cases in which use of the AINS RESOURCES becomes unnecessary; and
- (3) Other cases recognized by the CENTER DIRECTOR as necessary.

Article Ten

(Prohibitions Against Interference With The AINS RESOURCES Management And Administration)

10.1 USERS must refrain from any conduct which may interfere with the AINS RESOURCE management and administration.

10.2 The CENTER DIRECTOR may take preventive measures against the prohibitions provided for in Paragraph 10.1 above.

Article Eleven

(Reports, Etc.)

11.1 The CENTER DIRECTOR may request USERS to report on their use of the AINS RESOURCES as necessary.

11.2 If USERS recognize that a failure is likely to occur or a failure has occurred in the AINS RESOURCES, they must promptly report it to the CENTER DIRECTOR.

Article Twelve

(Restrictions On Or Suspension Of Use)

12.1 The CENTER DIRECTOR may restrict and / or suspend for a fixed period the use of the AINS RESOURCES by certain USERS, should they violate this regulation or cause serious hindrance to the administration and management of the AINS RESOURCES. This measure may be taken without notice and by disconnecting the relevant computer from the network.

12.2 The CENTER DIRECTOR, when s/he judges that a USER's conduct or the result of the conduct if left as it is, would be against prohibitions in this regulation,

may restrict and / or suspend the use of the AINS RESOURCES by the USER until the said situation is improved. This measure may be taken without notice and by disconnecting the relevant computer from the network.

12.3 In cases when the restriction or and/or suspension provided for in Paragraph 12.1 and 12.2 above is invoked, the CENTER DIRECTOR must promptly report its situation to the relevant Deans or Directors.

12.4 USERS may appeal decisions regarding restriction and/or suspension by way of the relevant Deans or Directors.

Article Thirteen

(User Liability)

13.1 Should USERS give damage to the AINS RESOURCES except for cases recognized as special circumstances, the said USERS must undertake liability to restore the sources to former state, return them or compensate for the damage in accordance with the CENTER DIRECTOR's instructions.

Article Fourteen

(Restrictions And Suspension Related To Administration And Management)

14.1 The CENTER DIRECTOR, if he/she recognizes doing so as necessary – for administrative and management purposes, may restrict or suspend use of the AINS RESOURCES. Furthermore, use of the AINS RESOURCES may be restricted due to an accident, etc..

Article Fifteen

(Protection Of Confidentiality)

15.1 The CENTER DIRECTOR and those who are engaged in management and administration of the AINS RESOURCES shall make every effort to protect USERS' confidentiality of the AINS RESOURCES.

15.2 The CENTER DIRECTOR and those who are engaged in management and administration of the AINS RESOURCES must not use USERS' information they have obtained incidentally during performing of their duties nor make it known to the third party for any other purposes than for the purposes of maintaining and preserving the matters provided for in the regulation, except that such conduct is required for management of AINS RESOURCES or for other reasons inevitable for public benefit.

Article Sixteen

(Supplemental Provisions)

16.1 Other than those provided for by this regulation, the use of the AINS RESOURCES and other necessary matters shall be determined separately by the CENTER DIRECTOR.

ADDITIONAL PROVISIONS

1. This regulation shall be enforced as of April 1, 2006.
2. Users who have been allowed to use the AINS RESOURCES before this regulation is enforced shall be regarded as those who have already obtained approval for use stipulated in Article 4 above. However, this shall not apply to cases when the CENTER DIRECTOR recognizes that the procedures for approval for use must be taken.

ADDITIONAL PROVISIONS

1. This regulation shall be enforced as of April 1, 2012.