

To: Faculty members and students in the Graduate School of Science and Engineering
From: Dean of the Graduate School of Science and Engineering

Ensure a Thorough Implementation of Information Security!

- A security accident leads to a credibility loss of the university, teachers and students -

To prevent information security accidents, please check with yourself whether the following items are being implemented. If not, your prompt action is requested.

1. Thorough management of PCs used in laboratories

Not only the PCs and server, etc. used by faculty members, but also **PCs and related devices used by their laboratory members (including part-time teachers, students, and research students) are under their management, regardless of personal items brought in.**

- An antivirus software has been also installed on the PCs and server that are used by part-time teachers, students and others, and is used rigorously. (→ Checkboxes in Item 2)
- A thorough use of the antivirus software is implemented even in a room where none of the faculty members is usually present.
- Faculty members must inform their laboratory members about “Information Security Book” *1 and give them an information security lecture at the time they are assigned to the laboratory.



A free antivirus software is available to download on the University's website *2 for the computers having been purchased with the University's funds, no matter that they are used by students.

Please also install an antivirus software on the personally-owned computer equipment on one's own responsibility.

2. Thorough use of an antivirus software

Please make the following settings after having installed an antivirus software.

- Virus definition file is automatically updated to the latest version at all times.
- A full scan is run every day.
- Real time scanning is enabled.

A full scan is recommended rather than a quick scan.



*1: “Information Security Book” (Japanese version only) is available to download on the following website:
http://www.comp.tmu.ac.jp/tmuner/security/gakunai/04_security_reading_book.pdf

*2: Refer to the following website for install procedures (Japanese version only):
http://www.comp.tmu.ac.jp/tmuner/network/av_index.html

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