

In use of Office365 services

Deputy Director of ICT Office (Media Center)

Among the services provided by the ICT Office (Media Center), Office 365 is a Cloud Service, and while it makes our daily life more convenient, due to its characteristics, it can be a cause of information leakage if it is misused.

In use of Office365 services, please acquire proficiency in using the services by referring to manuals to prevent unintended information leakage or causing damage to others. Also, please note the following points.

If you have any inquiries, please contact to Media Center.

Please be understanding of that Media Center may disable your Media Center Account without prior notice in case of violation of the use policy shown below, or threatening of the network security.

Faculty and Staff, Retiree:

In addition to the compliance with laws and ordinances and manner on the Internet, please comply with "個人情報保護に関する規程(Rules on protection of personal information)" of 上智学院規程 (the Sophia School Cooperation Rules) and "上智学院就業規則(the Sophia School Cooperation Employment Rules)" Chapter 2, Section 1, Section 4 (excerpts below).

上智学院就業規則 第2章 第1節 第4条 (禁止事項)
業務上知り得た秘密及び個人情報を他に漏らし、又は許可なく秘密に関する文書及び個人情報等を他に閲覧させるような行為

Students and Graduates:

In addition to the compliance with laws and ordinances and manner on the Internet, please comply with "上智大学総合メディアセンター利用規定(Media Center AUP)" Section 4.

第9条 (禁止事項)

利用者は、次の各号の一に該当する行為を行ってはならない。

- (1) コンピュータ等の利用を通じて他人の人権を損なう行為
- (2) 個人的に金銭的利益を得る行為
- (3) この規程の定めに違反し、センター及び他の利用者に迷惑又は損害を与える行為
- (4) 利用者が承認された利用 ID を他の目的に利用、又は第三者に利用させる行為

Period.