Information Security / Ethics Manual

Saitama University

10 items for using the information system with confidence

1. Keep your OS and software up to date

Always update the basic software (OS) and application software on your PC and smartphone to keep your security measures up to date.

2. Ensure comprehensive virus protection

Viruses that steal IDs and passwords, perform remote control, or unauthorizedly encrypt files are on the rise. Install antivirus software on your PC and smartphone.

3. Manage your IDs and passwords properly

IDs and passwords are crucial information to prove your identity. Make sure your password is not "disclosed" or "known" to third parties. Avoid using easily guessable information such as birthdays or names, or reusing the same password. If multi-factor authentication is available, enable it.

4. Ignore (delete) suspicious emails

Clicking on links or opening attachments in suspicious emails can lead to virus infections. Confirm the sender of the email and ignore (delete) emails from unknown senders. Make effective use of email software or smartphone filters to prevent sender impersonation.

5. Pay attention to information management

There have been many incidents of personal information leaks due to virus infections, network intrusions, and theft or loss of PCs and USB memory devices. Lock important files containing personal or confidential information with a password to ensure thorough management. Make backups of important files that you do not want to lose and store them appropriately.

6. Verify if web page communications are encrypted

When entering passwords or credit card numbers on a web page, check for encrypted communication to prevent eavesdropping or tampering. If the web page address starts with "https://" or if the browser's address bar displays a padlock symbol "🔒," the communication is encrypted.

7. Do not infringe on intellectual property such as copyrights

Do not reproduce copyrighted works or designs without permission, and refrain from posting them on web pages or social media. Do not use software without proper licenses or engage in illegal downloads.

8. Use bulletin boards and social media with caution

Just as in the real world, you should observe the same rules and manners on the Internet and do not slander or defame individuals on bulletin boards and social media. Do not believe what you read, and make sure that it is not a hoax or fake news.

9. Protect personal and privacy information

It is dangerous to casually disclose personal or privacy information on the Internet. When posting personal information of yourself, family, or friends on social media, pay attention to the scope of information you disclose. When publishing a photo, ask permission from the person in the photo in advance.

Merin chan
Mascot of Saitama University

10. Deepen your understanding of information security

Correct knowledge of information security is essential for the safe use of information systems. Learn about information security measures through security e-learning and other resources.

★**Comply with other laws and regulations**★　　Information Technology Center, Saitama University