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Introduction

APU provides all students, faculty and staff with personal homepages on its servers. This guide provides a detailed description of the matters pertaining to the use of personal homepages that all students, faculty and staff should know.

Who is This Guide For?

This guide is for all APU-Net users who use the personal homepage service.

Guide

General Provisions

All students, faculty and staff at APU can create, publish and administer their own homepages within the apu.ac.jp domain.

Since these homepages are hosted on the university's servers, users are asked to assume ethical and social responsibility when publishing content.

Each student, faculty and staff member is allocated with a limited amount of server space to create his or her own personal homepage. Users who opt to use this service are responsible for the day-to-day administration of the content and design of their own homepages. The Information Systems Office does not check or edit homepages before they are published, but they must be developed according to a set of general rules and guidelines.

For the sake of protecting personal information, student homepages on the apu.ac.jp domain can only be viewed from on campus.

Copyrights and Other Legal Issues

APU student homepages cannot be used to engage in illegal activity or in ways that violate the university's regulations.

Student homepages must not contain copyrighted material for which permission has not been received or other illegal content. This includes any copyrighted text, images, downloadable files, programs or archive files (e.g., .pkzip, .arj, and .tar files). Users may only post these kinds of copyrighted files on their personal homepages if they have obtained the consent of the copyright holder. Users may need to present proof of this consent if requested and should make the necessary preparations in advance.

Even if you are the only person using text, images or other digital data for which you do not have the rights to do so, as long as it is stored on the university's servers, it is subject to domestic and foreign laws.

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Responsibility for Content

When you publish a personal homepage on the APU server, you must clearly indicate who is responsible for the content. Please list the name of the person in charge and his or her e-mail address on each page.

When you publish e-mail addresses online, please use one of the following methods to avoid having them harvested for spam.

Examples

- xxxxxxxxxx (at) apu.ac.jp (Replace (at) with a single-byte @)
- xxxxxxxxxx@apu.ac.jp (Replace (@) with a single-byte @)

Usage of System Resources

Personal homepages may not be used in such a way that interferes with the normal operation of web servers or other kinds of servers within the APU-Net system or that obstructs the normal operation of the overall APU-Net system. For example, server performance can be adversely affected if a personal homepage takes up too much disk space, there are too many users attempting to access a homepage or people are trying to download large numbers of files. If your homepage has been deemed as using too much network bandwidth or other system resources or if it is creating excess burden on APU's internet connection, it may be deleted or you may be asked to alter its design.

Prohibition of Commercial Use

APU personal homepages cannot be used for commercial purposes or economic gain. If you would like to use the internet to engage in advertising, promotion, sales, outsourcing or other commercial endeavors, please use the services of another provider. The use of homepages for sales is prohibited unless written consent has been obtained from the university.

You may post links from your personal homepage to other commercial pages, but the use of homepages within the apu.ac.jp domain for commercial purposes is forbidden unless permission is received.

Commercial activities include acts of charity (unless permitted by the university) and personal political activities.

Security and the Protection of Personal Information

You are forbidden from attempting to gain unauthorized access to the system or illegally accessing another person's account.

You may not use programs that ask for user account names and passwords or other online fill-in

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forms on the APU-Net system.

Users access their own personal information with their user account names and passwords, but this requires them to keep their passwords confidential. For this reason, you should never share your user account with another user. If you find any potential security flaws in the system when using your account to login, please notify the Information Systems Office.

All APU-Net users should keep in mind that the system administrator conducts regular security checks. In some cases, he or she may view the content of personal homepages or other online files. The content of personal homepages is generally treated as the personal data of the users who administer those pages, but in cases where said content may be in violation of APU policies, those users will be contacted by the Information Systems Office.

Ethical and Responsible Use

Please keep in mind that there are many users on the APU-Net system who use its services daily to study, teach, conduct research and work. You are not permitted to use system resources or network bandwidth in excess of what you need.

Finally, you must not forget that the personal homepage that you publish on the APU domain contains apu.ac.jp in its URL. You are responsible for the content of your personal homepage and must be aware that it can have an impact on the entire university. The content of your personal homepage must not adversely affect the reputation, mission and aims of the university, so naturally, your homepage must not contain offensive, profane, vulgar or discriminatory language.

Violation of This Guide

If you violate any of the rules in this guide, access to your user account and the network may be suspended immediately without warning. In some cases, you may also lose future APU-Net privileges. For serious violations, disciplinary action will be decided after an investigation and deliberation by the relevant university committee. When the misuse of APU-Net is found to be criminal in nature, students may face suspension or involuntary withdrawal, and faculty and staff may face suspension or severance. Criminal prosecution may also be pursued.

【Contact Information】

Please contact the Information Systems Office with any questions or comments.

Information Systems Office

Location: Building D, 3rd Floor Hours: Mon-Fri, 10:00-16:30

Email: system@apu.ac.jp