APU-Net Guide	Ver	Operating System
APU Information Systems **Policy and User Guide for Publication of Official Websites**	1.0	All users

Last updated: 2014/9/30

Publication of Official Websites

Introduction

Since opening, APU has focused a great deal of energy on showcasing university activities, including those undertaken by its faculty and students. As with printed materials, the content of official websites must adhere to high standards, which is why the university has prepared the following guide. This guide applies to all students, faculty and staff using APU's facilities and resources.

Who is This Guide For?

This guide is for all APU-Net users.

Guide

Purpose and Appropriate Use of Official Websites

As one way to enhance its teaching and research, APU allocates server space for officially sanctioned student, faculty and staff websites.

All official websites are subject to approval by the university before they are made public and must comply with university regulations as well as domestic and international laws. Faculty and staff are encouraged to use official websites to publish content about their respective fields of study, but sufficient caution should be taken when posting content about personal affiliations and activities that do not pertain directly to teaching and research.

Detailed rules for personal student sites can be found in the "Personal Homepage Usage Policy and User Guide".

Prohibited Uses

The text, images or other digital content on official websites must not offend readers, express discriminatory sentiments or otherwise undermine the common interests of the university. It goes without saying, but content that violates university regulations is prohibited.

Website Quality

Official websites must adhere to the same quality standards that apply to printed materials. Therefore, appropriate attention must be paid to matters of spelling, grammar and style for both Japanese and English content.

Respect for Copyrights

Using APU websites, systems or networks to copy, save, display or distribute copyrighted materials without first obtaining the consent of the copyright holder is prohibited. Users who infringe on others' copyrights may have their access to the APU-Net system suspended.

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University Handling of Violations

Websites that do not adhere to APU's policies and guidelines are subject to removal from the apu.ac.jp domain. Websites that contain content that violates university rules or unlicensed copyrighted works may be subject to even more serious penalties.

Support

Website support and maintenance requires the work of many people. At the same time, there are limits to the performance and capacity of the university's computer systems and networks. As such, support for official websites is prioritized by the university as necessary. Priority levels are determined by the importance of the website in question or the urgency of the situation at hand. If you have any questions about web support and related policies, please contact the Information Systems Office.

Personal Homepage User Guide for Students

If you are a student, please read the Personal Homepage Usage Policy and User Guide.

Social Networking Site Guidelines

Please read Section 2.3.1 "Using Social Networking Services (SNS)" on page 22 of the Student Handbook.

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