

## 7-9 Information Education

### Information Technology Center (IT Center)

The IT Center is a shared on-campus facility built to aid research using computers at the University and to enable smooth communication on and off campus using a network. In addition to maintaining and managing the campus' backbone network, the IT Center provides students with opportunities for information education, as well as electronic devices. Students utilize the equipment in the IT Center and the computer terminals in each laboratory for classes and practical training related to computers.

#### ■ User registration

Use of IT Center equipment is limited to students and research students of Ochanomizu University. An Ochanomizu University account is required for students to use Center equipment. In addition, when using educational system computers, user authentication is done with the individual's student ID.

#### ■ Use of computers

In March 2014, the IT Center upgraded 110 iMacs in the educational system. There are many other computers available on campus as well. Mac OS and Windows can be used as the operating system. Although lectures are given priority, when not in use the following classrooms can be used to write reports, check e-mail, and access the Internet.

- IT Room 1 (Classroom 601, 6F, Science Building 3)
- IT Room 2 (Classroom 104, 1F, IT Center)
- IT Room 3 (Classroom 101, 1F, Science Building 2)
- IT Room 4 (Classroom 103, 1F, Science Building 2)
- University Library Learning Commons

Secure network connections are available at various locations on campus for free use with personal laptop computers via an authentication network (wireless or wired).

Visit the IT Center website for details regarding use of individual equipment in the Center.

#### ● Instructions for Use (Excerpt)

- Do not allow others to use your user account. Do not use the user accounts of others.
- Keep the password for your user account secret, and change it periodically.
- Do not engage in actions that are criminal in nature or that damage public order and morals. Further, do not use discriminatory expressions regarding race, religious beliefs, sex, social status, ancestry, etc.
- Do not damage, destroy, or modify the hardware, software, etc., of campus computers and other equipment.
- Do not access computers that you are not authorized to use.
- Do not copy programs illegally, whether on or off campus.

#### ● Computer Support

Ochanomizu University is striving to improve information literacy education and information skills. We aim to give students the skills to utilize information resources suited to their individual objectives, regardless of the specialty of their department, division, etc. For this, it is recommended that students not only utilize the computers that can be used freely in the Library, IT classrooms, and other locations on campus, but also have their own personal computers that they can use throughout their school life and manage themselves.

A variety of locations have been established on campus to enable consultation regarding personal computers, networks, etc., in order to support students in their use of computers. We also hold small-group workshops on using personal computers. In particular, new undergraduate students are given a thorough foundation in computer security at an introductory workshop immediately after enrollment.

#### ■ **University Library Learning Commons**

Library Academic Learning Advisors (LALA) are available to Ochanomizu University graduate students for consultation. Check the bulletin board in the Learning Commons for consultation hours. Feel free to contact an LALA when you:

- Want to use a printer in the Learning Commons
  - Want to use your personal computer on campus wireless/wired LAN
  - Don't know how to operate a computer in the classroom
  - Don't know how to log in to the student portal site
  - Want to know how to do a literature search
- etc.

#### ■ **IT Center PC Consultant**

The IT Center PC Consultant provides students (mainly first-year undergraduates) with support for utilization of their own PCs. The "Introduction to Security Workshop" explains the minimum level of security-related information students should have when managing computers for which they have administrative privileges. The workshop is held in April and May. We recommend that all first-year students attend the workshop. In order to use a personal computer on campus, students must install security software on their computers. If desired, students can receive "security software installation support" after they have attended the "Introduction to Security Workshop."

In addition, long-term rental of laptop computers is available for students (mainly first-year undergraduates) who would like to rent one.

See the IT Center website for details.