

May 7th, 2020

Dear students,

Vice President of Nara University of Education

What you should pay attention to in taking classes by “non face-to-face (online) system”

Classes by “non face-to-face (online) system” started from May 7th. Even under this system where you might face various things you haven’t experienced ever before, we would like you to participate in this so that you can get adequate learning like you could do in face-to-face classes through communications between students and educators as well as among students.

Following items are what you should observe in taking classes by “non face-to-face (online) system. Failing to observe these items could cause massive incident related to securities or infringement of other people’s rights such as copyright, portrait right and privacy. Please pay attention to the following items and make sure everyone can join classes smoothly.

1. Please update OS and software of PC you will use in taking classes to latest versions.
2. If you use university email address in order to make your account in any services out of university such as Google, please set different password.
3. The following act could cause infringement of copyright and portrait right. Those who violate these rules are subject to receive punishment including disciplinary action under school regulations.
 - Distribute materials used in classes (including video or voice files etc) without permission of teachers of classes.
 - Record classes on voice recorder or video or DVD etc and disclose them without permission of teachers of classes.
 - Record or take photos of how classes by “non face-to-face (online) system” conducted by video conference are going without permissions of participants and share them in SNS etc.
4. If you want to join classes by “non face-to-face (online) system” conducted by video conference with your PC camera being off, please tell your will to teachers of the class as our university respects your will. Also, if you want to join classes by “non face-to-face (online) system” conducted by video conference without your room projected so that your room can’t be seen by other participants despite your PC camera being on, you can blur background or change background through designated services. For detail, please refer to “学生向けポータル”.