

January 25, 2010

Attn: All faculty members and students

Minoru Wakita
Executive and Vice-President

Kenichi Iyama
Executive

Appropriate Management of Computer Software Licenses

The education and research activities of Hokkaido University are grounded in legal compliance, and we believe it is important that the university be a place where educational and research activities can be carried out safely and securely, trusted by faculty, business, and high school students who wish to study here in the future.

Computers are an essential aspect of educational and research activities. Every year sees the release of much innovative and convenient software, and computers have come to be used not only in educational and research activities but also in countless aspects of daily life.

It is also true, however, that the risk of students becoming involved in crimes and incidents, such as copyright infringement via P2P software or identity theft used in online shopping, is rising, due to students succumbing to the idea that it's no big deal or that other people are doing it so it's ok.

In that backdrop, and to ensure that software licenses are being managed appropriately from a copyright perspective, we are performing a survey of all computers used within the campus, as described in the attached materials.

In order to accurately grasp the current situation, the survey will include computers personally owned by undergraduates, graduate students, and audit students. We would sincerely appreciate everyone's cooperation.

The survey will not require students to enter their names or e-mail addresses. For paid software owned privately, all students must enter their operating system software, and we request that students enter all other personally owned paid software, excluding software they wish to omit for privacy-related reasons.

Please take the opportunity of this survey to check your software license certificates. If there has been any confusion regarding software licenses, immediately purchase legitimate copies of any problematic software.

The information gathered during this survey will be used to gain an understanding of current software license conditions, and for appropriate future management of computer software campus-wide.

For your reference, computer software is protected by copyright law, and unauthorized copying may result in prison terms not exceeding 10 years and/or fines not exceeding 10 million yen. We also believe that appropriate management of computer software licenses is important, and urge all students to ensure they are in conformance with the law.

For details, please refer to the following software license survey's dedicated web page
(for internal use only): <http://ict.general.hokudai.ac.jp/hp-file/sub8e.html>

Survey Overview

1. Survey Scope

(1) Computers affected by the survey*

* “Computer” is used to mean any information device, such as a computer or server, running an operating system such as Windows OS, Mac OS, Linux, Unix, Solaris, etc.

- A. All computers used within the campus
- B. For personally owned computers, any computers satisfying one or more of the following are included.
 - a. Any computer brought onto the campus an average of three or more days per week for educational or research purposes
 - b. Any computer connected to the campus LAN (HINES)
 - c. Any computer into which programs supplied by faculty members have been installed.

(2) Software affected by the survey

- A. Operating system software (mandatory)
- B. Software supplied by a faculty member (mandatory)
- C. Personally owned paid software other than A and B above (excluding any software you do not wish to mention for privacy reasons)

(3) OS types

- A. Windows OS
- B. Macintosh OS
- C. Linux OS, Unix OS, etc.
- D. Other OS

2. Computer Management Register

(1) Location of register and survey sheets used in survey

Please download the following register and survey sheets from the dedicated software license survey web page: <http://ict.general.hokudai.ac.jp/hp-file/sub8e.html>

- A. Form 1: Computer Management Register (for computers owned by the university or faculty members [including personal faculty computers])
- B. Form 2: Computer Management Register (for computers owned by undergraduates, graduates, audit students, etc.)
- C. Form 3: Computer Management Register (for computers owned by non-university members, such as co-researchers)

(2) Obtaining the register

A Computer Management Register (form) is provided for use in the survey. Please fill out the required items as best you can remember, checking software packing, etc., when possible, and submit the completed register.

The Computer Management Register can be downloaded from the web page below. Please save it to your computer before entering information.

Dedicated web page (for internal use only):

<http://ict.general.hokudai.ac.jp/hp-file/sub8e.html>

(3) Filling out the register

Please refer to the “[Notes and Reference Items Regarding Preparation of the Computer Management Register \(Forms 1 - 3\)](#)” at <http://ict.general.hokudai.ac.jp/hp-file/eng-manual.pdf> for details about how to fill out the register. You need not submit forms that do not need to be filled out.

(4) Register submission deadline
February 12, 2010 (Friday), 5:00 p.m.

(5) Register preparation support tool

A tool is available to assist with collecting computer information and preparing a register.

- English version register preparation support tool (Windows & Macintosh) (Refer to dedicated web page)

(6) Support for computers using Mac OS

A support tool is also available for preparing a Computer Management Register for computers using Mac OS. It will detect the names of more than 100 software programs. The Information Planning Section, within the scope it is able to, up to February 5, will provide support of operations for deleting freeware and classifying paid software.

Prepare a file using the register preparation support tool and send it as an attachment in an e-mail titled "MAC Support" to chosaqa@finance.hokudai.ac.jp.

When the Information Planning Section completes its processing it will return the file with the word "_Reply" added to the file name. You should then complete the register and submit it within the register submission deadline listed in (4) above.

3. Submission

After completing all necessary items in the Computer Management Register file, submit the register to the following dedicated e-mail address: daicho-e@finance.hokudai.ac.jp.

4. Submitted Data

The data submitted will be analyzed and utilized in order to improve the university's Office for (the Promotion of) Information and Communication Technology Environment.

5. Other

Please direct inquiries to the Software License Survey dedicated e-mail address of the Information Planning Division, Planning Department, Hokkaido University: chosaqa@finance.hokudai.ac.jp.