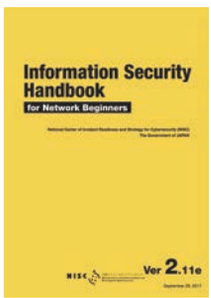
Information Security Checklist

Keep this document for your own use

This checklist can help you understand the basics of information security. Before using your devices on campus network, please read "Information Security Handbook" and check the following items. After understanding them, please check off all boxes and submit it to E2-5 Information Planning Group (Jyoho Kikaku Group) as in-house mail or send it to "contact@cert.titech.ac.jp" as an e-mail attachment.



☑ Password

Do not reuse the same password on multiple sites.

You must never reuse the password of Tokyo Tech account as SNS websites such as Twitter or Facebook.

☑ Password

Use a long password as much as possible.

It must be at least 8 characters long including upper and lower letters, figures and symbols.

☑ Password

Do not store passwords near your PC.

Do not write passwords down near your PC or desk in plain sight.

☑ Software

Install anti-virus software on your PC.

Symantec Endpoint Protection is available free of charge to all Tokyo Tech students, faculty, and staff.

☑ Software

Keep your software and OS updated and patched.

It is prohibited to use unsupported software or OS (e.g. Windows XP, Vista) for business. Do not use old versions to prevent virus infections.

☑ E-mail

Pay careful attention to the e-mails with attachments or links.

Never follow links or open attachments in suspicious or unsolicited messages unless you can verify the source.

☑ Data Management

Back up your important data.

Keep the backup data separated from the network.

☑ Data Management

Set passwords to files containing personally identifiable information.

Minimize the members who share the data containing personally identifiable information such as ID numbers, names, and passport numbers.

☑ Emergency

Disconnect from the network if you suspect your PC is infected with a virus.

Unplug the LAN cable or disconnect wireless LAN while a power for the device is on.

☑ Emergency

Contact the following addresses immediately if you suspect your PC is infected with a virus.

Do not try to solve the incident alone. Do not hesitate to contact CERT.

1. Tokyo Tech CERT　Email: contact@cert.titech.ac.jp Ext: 3272
2. Your immediate supervisor

Information Infrastructure Division, Research Promotion Department　mail-box: E2-5　e-mail: kib.kik@jim.titech.ac.jp（2017.07）

4 Basic Rules: everyone has to keep

1

Always keep OS and software updated and patched

Automatic update is recommended.

2

Always keep anti-virus software updated

Keep virus definition files up-to-date.

3

Never open suspicious e-mails

Beware of the sources and URLs/ attached file of e-mails.

4

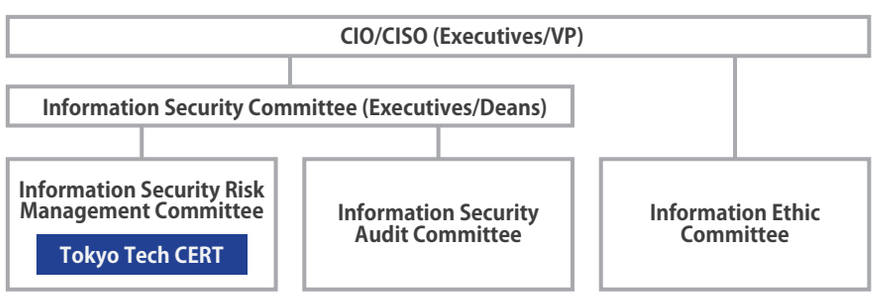
Back up your data regularly

Keep the backup data separated from the network to prevent it from encrypting by viruses (ransomware).

About Tokyo Tech CERT

"CERT" is an information security team at Tokyo Tech. We support students/faculty/staff to construct secure environments where they are able to concentrate on their own works. Our activities are "security incident response", "announcement of security issues" and "vulnerability scans". We focus on proactive efforts to reduce security incidents.

■ Organization Chart



■ WEB/Twitter

WEB ： http://cert.titech.ac.jp　　Twitter ： @T2CERT

If you think something is strange → **1** Detach devices from the network → **2** Contact CERT

Don't hesitate to contact us

[Contact]

MAIL：contact@cert.titech.ac.jp

Twitter：@T2CERT

東工大CERT

Tokyo Tech Computer Emergency Response Team

http://cert.titech.ac.jp

Information Security Checklist

Submission is required

Date： _____ Department/Institute： _____ Name： _____

This checklist can help you understand the basics of information security.
If you have unfamiliar words, please ask the people nearby.

Submit to Mail Box E2-5: Information Planning Group (Jyoho Kikaku Group) or Send to "contact@cert.titech.ac.jp" as an e-mail attachment

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