

GUIDELINES FOR TAKING REMOTE CLASSES
KYOTO UNIVERSITY OF FOREIGN STUDIES
KYOTO JUNIOR COLLEGE OF FOREIGN LANGUAGES
MAY 18, 2020

RULES FOR TAKING
EMERGENCY REMOTE CLASSES

Since May 7, 2020, we have been conducting emergency remote classes at Kyoto University of Foreign Studies and Kyoto Junior College of Foreign Languages. The following rules have been formulated for students to be able to take classes without any anxiety and with good grace. With your understanding, we hope that you will abide by these rules when taking your remote classes. It should be noted that all of these behaviors, as stipulated below, are **prohibited**, and that there may be some cases in which they will be developed into litigations (should you fail to comply with them):

1. Any conduct that involves the sharing of your account information with other people, and also for letting them use that information.
2. Any conduct for letting other people, with no rights to take remote classes, view those classes.
3. Any conduct for sharing the URLs of your classes and/or meeting IDs and passwords with other people who have no rights to take those classes.
4. Any conduct for using identifiable private information, such as student ID numbers, that came to your knowledge in the course of your classes for purposes other than the original purpose.
5. Any conduct that involves the sharing of uploaded teaching materials, newspaper and weekly magazine articles, publications prepared for teaching purposes, as well as audio and video-recorded data with other people on SNS, and also for redistributing them without permission beyond the scope of your classes.

6. Any conduct that involves the video-recording of any classes without permission from teachers in charge, and also for releasing and spreading these recorded classes and screenshots to the public on SNS or other means.
7. Any conduct that infringes on image rights, privacies and human rights of other students, teachers, and teaching assistants.
8. Any conduct that interferes with the progress of classes.
9. Any conduct that interferes with the operations of software and information systems of our university by applying excessive loads to them.
10. Any wrong-doings, such as test-taking by proxy and/or cheating in examinations conducted by our university, including online examinations.
11. Other misconduct that is against the roles and duties of students.

**Kyoto University of Foreign Studies
Kyoto Junior College of Foreign Languages**