

Information Ethics Handbook



1

Using Information

Let's confirm the basic approach to avoid problems associated with IT and the information society.

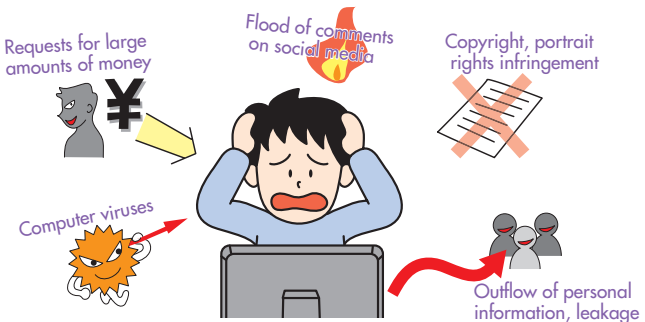
The information society trap

With the expansion of PCs and the Internet, it has become possible to access and transmit information, on the other hand **various problems and issues** are occurring.

For example, as a result of your innocent actions you may **cause trouble to others or become involved in crime.**

As PCs and the Internet have come to be used daily, the following problems now occur.

- ⚠ Copyright, portrait rights infringement → See page 7~10
- ⚠ Outflow of personal information, leakage → See page 11~13
- ⚠ Flood of comments on social media → See page 23
- ⚠ Computer viruses → See page 32~34
- ⚠ Requests for large amounts of money → See page 43




Ability to use information

In order to avoid dangers such as those described on the previous page and "**utilize information**" safely, the following two abilities are required, on the basis of fundamental knowledge of information theory.

Ability to handle information correctly

Ability to understand the information related rules, laws and **morals** and **manners** that should be respected when using information.

For this ability, the qualities of **common sense, attitude, and ability to judge**, which are required not just for IT but in general for life in society, **are important.** 

Ability to assure safety of information

Ability to **avoid** the dangers that happened to yourself and people around you, using **technology** appropriately in response to the conditions.

This ability requires special knowledge of IT, computers and networks etc.

2

Handling Information Correctly

Let's learn about the laws and rules - how to protect information and rights – in order to handle information correctly, and precautions when using network communication tools.

Protect others' information and rights

Information that you can get on the Internet may be the result of somebody's hard effort. Don't forget the consideration about it.

01. Copyright

Copyrighted material is "a creative expression of a person's thoughts or feelings". Copyright holders are given the right that "Copyrighted material is not copied, altered, sold by anyone other than the copyright holder without authorization". This right is called a **copyright** and the person that holds the copyright is called a **copyright holder**. Rights may be partially transferred to other persons.

To use copyrighted material, **as a basic rule the authorization of the copyright holder is required.**

Copy and pasted reports problem

In recent years, the direct copying of website or book contents and submitting the work as one's own for university report assignments and the like has become a problem (so-called **copy and paste problem**).

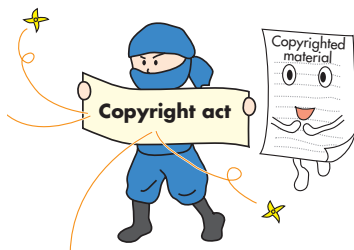
This act is an **infringement of the author's copyright** because someone else's effort of gathering information is plagiarized as your own result. It is absolutely not acceptable.

● Main rights protected under copyright act

The rights assigned to the copyright holder (copyrights) are defined in detail in **copyright act**.

Author's moral rights	Right to protect the moral interests of the author ※ Cannot be transferred to others
Publishing right	Right to decide whether to publish the work
Name display right	Right to decide whether to display the author's name and how it should be displayed
Identity protection right	Right that the contents and title of the work cannot be changed against the author's will
Copyright (property right)	Right to license/prohibit the use of the work ※ Can be transferred to others
Reproduction right	Right to print, photograph, copy, record or video the work or reproduce it by other methods
Performing right	Right to perform the work publicly
Screening right	Right to screen the work publicly
Public transmission right etc.	Right to publicly transmit the work or publicly communicate a work that has been publicly transmitted
Translation, adaptation right etc.	Right to translate, edit, alter, dramatize, adapt the work for film or other adaptation
Right regarding use of derivative works	Right to use derivative works such as translations or adaptations
Rights related to the work	Right assigned to musicians, actors, record producers, broadcasting companies etc. who convey the work
Recording / videoing rights of musicians, actors etc.	Right to record or video his/her own performance

※ Copyrights, as a general rule, are protected until 50 years after the author's death. If the author is unknown, the copyright is protected until 50 years after the publication. The year following death or publication starts on January 1.



- ▶ Practical structure allowing readers to learn how to handle information by sheet
- ▶ Concrete explanations using rich examples such as countermeasures for trouble on the Internet
- ▶ Fill in learning level check sheet to review the main points at the end of the handbook