

D/V *Chikyu* IT Policy and Guidelines

1. About the policy

The rules described below apply to the people who are planning to bring the personal computers (PCs) and associated memory devices such as USB memory stick, SD, External hard disk, and etc to the *Chikyu*. PC's cannot be allowed to connect to the local area network (LAN) of *Chikyu* till you have appropriate treatment done on the hand-carrying PCs and the portable memory. Please familiarize yourself with the procedures listed below.

2. **CHIKYU** Local Area Network System

The network system on *Chikyu* is composed of the IMS(: Information Management System) and SDMS. IMS is the LAN system mainly available for the ship crew and the drilling staff. It provides the network connectivity and Internet gateway through VSAT. SDMS is the LAN system dedicated for the scientists and CDEX staff onboard. It provides the network connectivity and access to the database and the shared holders which contains useful science data and the onboard-measurement data. Before connecting to those network systems available on *Chikyu*, you should familiarize and understand our regulations and policy (please visit at <http://lab.chikyu.jamstec.go.jp>).

1. Information Management System (IMS): IMS connection ports (hubs) can be found at many locations outside of the laboratory of *Chikyu* (*Chikyu* Lab), and can be used for IMS data browsing (such as Chikyu DPS information, wind/current direction/speed, the current drilling depth and etc) as well as e-mail communication
2. Science Database Management System (SDMS): SDMS connection ports (hubs) can be found only in *Chikyu* Lab, and can be used for accessing to J-CORES system and the shared folders which contains the science data as well as e-mail communication.

3. Prohibited actions:

1. Do not engage in any acts that may damage, harm, or degrade any onboard systems.
2. Do not attempt unauthorized access to any onboard systems.
3. Do not disturb the onboard network facilities such as Switch-HUBs or Terminal-HUBs.
4. Do not make any change on the onboard IT system, or remove any power line and/or network cables from network devices such as Switch-HUBs and Terminal-HUBs.

4. Hand-carrying personal computers to *Chikyu*

The user of PC and IT device must strictly follow the rules below:

1. Virus scanning software (latest versions) must be installed on the PC and the scan of PC must be completed successfully before embarkation.
2. A virus scan of all external media devices must be completed successfully before embarkation (i.e. portable HDD, MO, CD and USB flash memory sticks).
3. Personal PCs and IT devices should be maintained by the owner of the equipment.
4. No software shall be installed onto any onboard computer by anyone by any reason other than the authorized IT personnel.

PCs and IT devices that have not been scanned with the latest version of virus software will **not** be allowed to connect to *Chikyu* network, either SDMS or IMS.

5. Application

If you decide to bring PCs or IT equipment to *Chikyu*, you must complete and submit the attached application form, then send it to the CDEX by email (email address: nantroseize-stage2@jamstec.go.jp) at least two weeks before embarkation. If you are unable to send this application form, please submit it to Onboard IT manager or EPM when you are onboard.

6. Connecting to SDMS

When connecting PC and IT equipment to SDMS available in *Chikyu* Lab, it is required that each user follows the guidelines shown below:

1. In most of cases IP-ADDRESS will be automatically allocated by DHCP when your PC is connected to SDMS
2. In most area in the LAB wireless LAN is available. Contact Onboard IT manager or EPM to know how to connect your PC to SDMS.
3. LAN settings for the hand-carried PCs should follow the instructions shown in the on-line IT manual (<http://lab.chikyu.jamstec.go.jp>).
4. Other accessories, such as personal LAN cables, power adapters, A/V adapters, etc., must be prepared by the user.
5. Communication devices such as a L3-HUBS or ROUTERS must not be used.

7. Email

Please follow the instructions of setting up and maintaining *Chikyu* domain email account provided in the on-line IT manual (<http://lab.chikyu.jamstec.go.jp>).

8. Internet access and IP phone:

Chikyu is equipped with Ku Band VSAT which can provide satellite communication with the speed of 1M(incoming traffic) /786(outgoing-) Kbps. Due to the limited VSAT bandwidth only Internet access with your own PC is available only when you are working in Lab. Management Deck.

IP phones are available only in specific office/room in *Chikyu* Lab as shown in the table below.

| Room | Deck |
|---------------------------|----------------------|
| Co-chief and EPM's Office | Lab. Management Deck |
| Lab Officer's Office | Lab. Management Deck |
| Copy/Presentation Room | Lab. Management Deck |

General rule to use IP phone;

1. All IP phones can be used only for business purpose except the one in Copy/Presentation Room. Ones who want to make a personal call should use it otherwise use the pay phone installed on *Chikyu*.
2. In general one can make a personal phone call once a day and the duration is limited to 10 minutes.
3. You should refer to the on-line IT manual (<http://lab.chikyu.jamstec.go.jp>) for more detail.

9. Onboard IT support

Onboard IT manager – See *Chikyu* lab onboard home page for more detailed instruction on the IT network and facilities reached at <http://lab.chikyu.jamstec.go.jp>

10. Authority

Onboard IT manager has the following authority over the network users who are connecting PCs with associated memory devices and any IT equipment to the SDMS:

1. In case that a user does not follow the IT rules and policies of *Chikyu* Onboard IT manager can ban the user from connecting the equipment to the network.
2. In case that IT manager realizes possible chance of harming or degrading the network he or she can block any PCs or IT equipment to SDMS. Furthermore, he or she may confiscate such PCs or IT equipment to prevent unauthorized connection if necessary.

Hand-carrying PC and IT device Application Form

If you plan to bring PCs or IT equipment aboard the *Chikyu*, you must complete and submit this application form and return it to the CDEX Program Support Group (PSG) by email at least two weeks prior to embarkation. If you can not send this application form, then submit it to Onboard IT manager

To CDEX IODP Dept., Program Support Group

Email sio7-info@jamstec.go.jp

| | | | |
|----------------------------|------------------------------------|---|-----------|
| NAME | Family Name: | First Name: | |
| COMPANY/Organization | Company/Organization: | Department: | |
| CONTACT | Email: | Phone: | |
| PERIOD/Exp.No | Embarkation date (MM/DD/YY): | Disembarkation date (MM/DD/YY): | Exp. No.: |
| PC | Type* : Notebook/Desktop/PDA/Other | OS: | |
| Virus Scanning Software | Software Name: | Software Version(or definition file Date): | |
| | Last Scan date: | | |

By sending this information to 'CDEX IODP Department, Program Support Group' <sio7-info@jamstec.go.jp> I declare myself to have read and agree to follow *Chikyu* IT Policy and Guidelines for *Chikyu*.

Date : / / /

Name: _____

(Not required your signature but print full name here above)