

November 17, 2020

To all Keio students:

Hiyoshi Office of Student Services

Use of computer rooms and study rooms for taking online classes at Hiyoshi Campus

The computer rooms and study rooms will be available to use from October 1 as detailed below. The available classrooms and times may be subject to change. Details will be announced on keio.jp news, etc., in such cases. Please observe good manners when using the rooms and take measures to prevent infections.

■ Large classrooms to be used as study rooms

The Wi-Fi service will be extended in the large classrooms below, which will be made available as study rooms (power outlets available to use)

Speaking permitted	Fourth Building: Section B — J21, J24, J29 Fourth Building: Independence Wing — D101
Speaking prohibited	Fourth Building: Section B — J11, J14, J19, Fourth Building: Independence Wing — DB201, DB202

Usage times

Weekdays and university/public holidays on which classes are held: 8:30–18:30

Saturday class days: 8:30–17:00

Sundays and public holidays: closed

■ Study rooms for real-time classes (foreign languages, small group seminars, etc.)

Classrooms allocated to courses that will be conducted online in real time, including foreign languages and small group seminars, can be used as study rooms in which speaking is permitted during the applicable courses.

*The number of power outlets will be limited depending on the classroom.

*Precautions for real-time classes that involve speaking (acoustic feedback)

There is a potential for acoustic feedback where multiple people take a class that requires participants to speak; for example, feedback may occur when A's speech is picked up by B's microphone, and the content of A's speech is played over B's speakers to be picked up again by A's microphone.

When acoustic feedback occurs, it causes an echoing effect and high-pitched noises that can disturb all participants in an online class. When in the study rooms, please carefully follow the instructions below.

① Use earphones/headphones and do not allow sound directly from the speakers of computers, etc.

② Ensure that the microphone is set to mute when you do not need to speak

If acoustic feedback occurs, please promptly set the web meeting on your device to mute.

■ Computer rooms, computer loans

Please confirm the Hiyoshi ITC homepage from the below URL for details on using the classrooms with computers and borrowing computers.

https://www.hc.itc.keio.ac.jp/en/top_hc.html

■ Precautions when using the study rooms

It is not necessary to book the study rooms in advance. There are restrictions on available seating to prevent the spread of infections. Seating which is not to be used will be marked accordingly. Please freely use any vacant seating that is permitted to be used.

The use of these rooms for purposes other than taking classes (including self-study for class revision or preparation) and keeping hold of seats with personal belongings is strictly prohibited.

Please ensure that you wear a mask inside the study rooms.

Food is not permitted in the study rooms (classrooms for taking lunch are available in the Sixth Building). Only drinks in tumblers, flasks, and plastic bottles with lids are permitted in the rooms.

Please use the alcohol-based hand disinfectant and alcohol-based disinfectant to sterilize desks, chairs, etc., available near the entrances of and inside the study rooms.

In principle, the windows and doors of study rooms should be left open. If it is necessary to shut the windows due to the temperature of the room (hot/cold), etc., please open the doors or windows regularly to ventilate the room.

The Wi-Fi service has been extended and the number of power outlets increased in the large classrooms to be used as study rooms. Equipment used to take online classes such as computers, tablets, etc., are not installed in the rooms. Please prepare these by yourself.

When taking online classes with audio, please use your own headphones or earphones.

Conversation in the study rooms is prohibited except for when speaking during real-time (two-way format) classes. Please only turn on a microphone required for real-time classes when speaking during the class.

Please refer to the below URL (Measures to prevent the spread of COVID-19 [coronavirus disease] when feeling unwell) on what to do if you feel unwell when using the study rooms.
<https://www.students.keio.ac.jp/en/com/class/schedule/covid-19.html>