

國立中山大學電子郵件信箱使用管理規範

Guidelines on the Management of Email Account

98.03.19 圖書與資訊處組長會議通過

104.3.27 圖書與資訊處組長會議修正

Amended by the OLIS Division Director Meeting on March 27, 2015

一、本校電子郵件信箱(以下簡稱本信箱)係提供本校教職員工生從事公務或學術研究使用，為明定使用者權利義務，特訂定本使用管理規範。

I. These guidelines are formulated to specify the rights and obligations of faculty, staff, and students when using the University's email (hereinafter referred to as the "Email") for official duties and academic research.

二、凡本校具以下身份者，均可向圖書與資訊處提出申請，其申請方式依申請單之規定辦理。

II. Individuals meeting the following eligibility may apply to the Office of Library and Information Services (OLIS) through the procedures stipulated in the application form.

(一)二級(含)以上正式單位(依本校組織章程認定)及國際性學術研討會(由主辦系所主管認定)。

(1) units at the second level or above (in accordance with *NSYSU Charter*), or hosting international academic conferences (confirmed by the chair of the hosting department/institute)

(二)教師(由人事室認定)：

每人限申請一個電子郵件信箱，退休後仍提供長期使用，於離職後，本中心得註銷其信箱。

(2) faculty (confirmed by the Office of Personnel Services):

Each faculty member may apply for only one Email account, which remains accessible after retirement, and the OLIS reserves the right to cancel the account after the faculty's resignation.

(三)職員工(由人事室認定)：

每人限申請一個電子郵件信箱，於離職後，本中心得註銷其信箱。

(3) staff (confirmed by the Office of Personnel Services):

Each staff member may apply for only one Email account, and OLIS reserves the right to cancel the account after the staff's resignation.

(四)學生(由教務處認定)：

Any dispute over interpretations of these regulations shall be resolved in the court of law based on the Chinese version.

每人限申請一個電子郵件信箱，原則上於離校後仍提供長期使用，以服務校友，但需依第八條設定轉信到個人的信箱。

(4) students (confirmed by the Office of Academic Affairs):

Each student may apply for only one Email account. The account remains accessible after the student graduates, through forwarding to a personal email account in accordance with Article 8 herein, as a service to the University's alumni.

三、基於資訊安全及資源有效利用之考量，信箱依下列情況停用、復用及註銷。

III. For reasons of cybersecurity and effective resource utilization, Email accounts may be suspended, reactivated, or canceled under the following conditions:

(一) 停用：連續長時間(滿壹年)不使用者。

(1) suspension: Email accounts may be suspended if they have not been accessed for more than one year.

(二) 復用：信箱遭停用者可於註銷前提復用申請。

(2) reactivation: Suspended accounts may be reactivated through a separate application before they are canceled.

(三) 註銷：使用者主動申請立即註銷，或離職、退學者三個月後即註銷，或停用期連續滿三個月後即註銷，信箱遭註銷後不保留其信箱內容。註銷後之信箱，原則上不可再申請重建。

(3) cancellation: Users may request immediate cancellation of their Email accounts, or accounts will be canceled three months after the resignation of faculty/staff, dismissal of students, or after three consecutive months of account suspension. Once canceled, Email accounts shall not retain any content and cannot be reactivated, in principle.

(四) 本校圖書與資訊處執行上述停用、註銷作業時，原則上應於作業前一個月以電子郵件通知，方可作業。

(4) The OLIS shall notify users at least one month, in principle, prior to the suspension or cancellation of their Email accounts.

四、使用者申請時所填寫之各項資料變更時應儘速通知圖書與資訊處。

IV. Users shall promptly notify the OLIS of any changes to the information they provided during the application process.

五、本信箱所提供的硬碟空間，僅供暫時儲存資料使用，其資料應自行下載儲存，本校不負保存責任。

V. Hard disk space provided for Email accounts is only for temporary storage.

Users are responsible for downloading and storing their own data, and the

Any dispute over interpretations of these regulations shall be resolved in the court of law based on the Chinese version.

University shall not be liable for data retention.

六、本信箱使用者應遵守下列事項，如有違反情事，得停止其使用權一至三個月，且得依其情節輕重，提報本校相關單位處理。

VI. Users shall adhere to the following provisions. Violations may result in the suspension of access rights for one to three months and may be even reported to relevant units for further action depending on the severity of breaches.

(一) 國立中山大學校園網路使用規範。

(1) the University's *Regulations for Campus Network Usage*

(二) 國立中山大學資訊安全管理要點。

(2) the University's *Guidelines on Cybersecurity Management*

(三) 國立中山大學資訊倫理守則。

(3) the University's *Code of Cyber Ethics*

(四) 本校圖書與資訊處公告之規定與措施。

(4) policies and measures announced by the OLIS

(五) 尊重智慧財產權，不得從事涉及侵害智慧財產權之行為。

(5) respecting intellectual property rights and refraining from any activities that infringe upon such rights

(六) 嚴禁從事違反法令或危害本校校譽之行為。

(6) strictly refraining from actions that violate laws or damage the University's reputation

(七) 不得盜用他人系統資源，或以任何方式影響系統正常運作。

(7) neither misappropriating resources from others' systems nor disrupting the normal operation of any system in any way

(八) 不得轉供他人使用。

(8) not giving Email accounts to others to use

七、經第六條停止使用權之信箱，使用者於停止使用權期滿後，本處即予以恢復其信箱的使用權。

VII. Email accounts suspended as per Article 6 herein may have the access right restored once the suspension period ends.

八、畢業生於離校時需完成郵件轉寄設定，以後郵件自動轉寄至該生填寫的校外郵件地址，且本校不再保存一份，本校仍維持該帳號的有效性。本校定期檢查已畢業而未設轉信設定者，將鎖定該帳號，並定期清除其內信件。被鎖定帳號的畢業生可以向本校申請解除鎖定。

VIII. Graduates shall complete the forwarding setup of their Email accounts before leaving the University. Future emails will be automatically forwarded to the external email address they provided. The University no longer retains any copies of forwarded emails, and yet the validity of these Email accounts shall be maintained. An Email account without forwarding setup shall be locked after regular checks and will be periodically cleared off, and the account holder may apply for unlocking the account.

九、有不良記錄之使用者，本校有拒絕提供服務之權利。

IX. The University reserves the right not to provide the Email service to users with a history of violations.

十、配合系統維運需要，本校得檢視信箱之相關資料或進行緊急處置。

X. The University reserves the right to inspect the relevant information of Email accounts or take emergency measures as necessary for system maintenance and operation.

十一、本規範經圖書與資訊處組長會議通過後實施，修正時亦同。

XI. These guidelines are approved by the OLIS Division Director Meeting before implementation. Amendments to these guidelines shall follow the same procedure.