

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

115.04.27 圖書與資訊處組長會議修正

Amended by the OLIS Division Director Meeting on April 27, 2026

104.03.27 圖書與資訊處組長會議修正

Amended by the OLIS Division Director Meeting on March 27, 2025

98.03.19 圖書與資訊處組長會議通過

Amended by the OLIS Division Director Meeting on March 27, 2009

一、本校電子郵件信箱（以下簡稱本信箱）（不適用Google Workspace）係提供本校教職員生及校友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。

1. This school's email address (hereinafter referred to as "this mailbox") (not applicable to Google Workspace) is provided for use by the school's faculty, staff, students and alumni for official or academic research. In order to clarify the rights and obligations of users, this usage management regulation is hereby established.

二、凡本校具以下身分者，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：

2. 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）教職員工（由人事室認定）：

(2) Faculty and staff (as determined by the Human Resources Department):

每人限申請一個本信箱，儲存空間在職為20GB，退休後仍提供長期使用，但須依第十一點設定轉信到個人信箱，退休後限縮為10GB。

Each person is limited to applying for one mailbox. The storage space is 20GB while employed and will continue to be available for long-term use after retirement, but emails must be forwarded to a personal mailbox in accordance with Article 11. After retirement, the storage space will be reduced to 10GB.

離職人員於離職起6個月後，本校得註銷本信箱。

The school may cancel this mailbox after the employee leaves the company for 6 months.

（三）學生（由教務處或校友中心認定）：

(3) Students (identified by the Academic Affairs Office or Alumni Center):

每人限申請一個本信箱，儲存空間為500MB，如有多個信箱限保留一個，原則上於離校後仍提供長期使用，以服務校友，但須依第十一點設定轉信到個人信箱。

Each person is limited to applying for one mailbox with 500MB of storage space. If you have multiple mailboxes, you can only retain one. In principle, the mailboxes will continue to be used for a long time after you leave the school, but you must set up forwarding to your personal mailbox in accordance with Article 11.

三、基於資源有效利用之考量，信箱依下列情況停用、復用及註銷：

3. Based on considerations of efficient resource utilization, mailboxes will be deactivated, reused, or cancelled under the following circumstances:

(一) 停用：連續長時間（滿6個月）不使用者，或超過使用容量經通知滿1個月未改善者。

(1) Deactivated: Users who have not used the mailbox for a long period of time (6 months) or who have exceeded their usage capacity and have not improved the situation after being notified for 1 month.

(二) 復用：本信箱遭停用者可於註銷前提復用申請，並確認遭停用之事由已經消除，始可准許復用。

(2) Reused: Users whose mailboxes have been suspended may apply for reuse before cancellation, and must confirm that the reason for suspension has been eliminated before reuse will be permitted.

(三) 註銷：使用者主動申請立即註銷，或離職、退學滿6個月後即註銷，或停用期連續滿6個月未申請復原即註銷，本信箱遭註銷後不保留其信箱內容。

(3) Cancelled: If a user voluntarily applies for immediate cancellation, or cancels their account after 6 months of leaving their job or dropping out of school, or don't apply for reinstatement after a continuous 6-month suspension period, the account will be cancelled. Once cancelled, the account's contents will not be retained.

(四) 本校執行上述停用、註銷作業時，原則上應於作業前1個月以電子郵件通知，方可作業。

(4) When the school carries out the above-mentioned suspension or cancellation procedures, it should, in principle, notify the student by email one month in advance before the procedure can be carried out..

(五) 本信箱疑似為垃圾信件發送者或侵害郵件系統正常運作，本校有權採取緊急停用處置。

(5) Cancelled: When the school carries out the above-mentioned suspension or cancellation procedures, it should, in principle, notify the student by email one month in advance before the procedure can be carried out.

四、使用者應設定備用信箱，並確保備用信箱之正確性，以利帳戶救援作業。

4. For services involving personal privacy such as mailbox inquiries, changes, or deletions, please bring proof of identity (such as graduation certificate, employee ID, student ID, or alumni ID) to the Library and Information Office for review and approval before processing.

五、信箱查詢、變更或刪除等涉及個人隱私之服務，應檢附身分證明（如畢業證書、職員證、學生證

或校友證等），送交圖書與資訊處審核通過後，予以辦理。

5. For services involving personal privacy such as mailbox inquiries, changes, or deletions, please bring proof of identity (such as graduation certificate, employee ID, student ID, or alumni ID) to the Library and Information Office for review and approval before processing.

六、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。

6. Users should notify the Library and Information Office as soon as possible of any changes to the information they filled in during the application process.

七、使用者應遵守密碼安全設定原則，並配合本校資安政策定期修改本信箱密碼。

7. Users should abide by the principles of password security setting and change their email password regularly in accordance with the school's cybersecurity policy.

八、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。

8. The hard drive space provided in this mailbox is for temporary data storage only. Users should download and save the data themselves. The school is not responsible for its safekeeping.

九、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，且得依其情節輕重，提報本校相關單位處理：

9. Users of this mailbox shall abide by the following provisions. Any violation may result in the suspension of their right to use the mailbox, and the matter may be reported to the relevant departments of the school for handling, depending on the severity of the violation:

（一）國立中山大學校園網路使用規範。

(1) National Sun Yat-sen University Campus Network Usage Guidelines.

（二）國立中山大學資訊安全管理要點。

(2) Key Points of Information Security Management at National Sun Yat-sen University.

（三）國立中山大學資訊倫理守則。

(3) Code of Cyber Ethics.

（四）本校圖書與資訊處公告之規定與措施。

(4) Regulations and measures announced by the Library and Information Office of this school.

（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) Respect intellectual property rights and refrain from engaging in any conduct that infringes upon intellectual property rights.

（六）嚴禁從事違反法令或危害本校校譽之行為。

(6) It is strictly forbidden to engage in any behavior that violates the law or damages the reputation of the school.

（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) You shall not steal other people's system resources or affect the normal operation of the system in any way.

(八) 不得轉供他人使用。

(8) It shall not be provided to others for use.

十、經第九點停止使用權之信箱，本校得專案停用至狀況解除。

10. The school may suspend the use of mailboxes whose usage rights have been terminated by Article 9 until the situation is resolved.

十一、退休教職員與畢業生於離校前須完成郵件轉寄設定，以後郵件自動轉寄至填寫的校外郵件地址，且本校不再保留副本，本校仍維持該帳號的有效性。本校定期檢查已退休與畢業而未設轉信設定者，得停用該帳號，被停用帳號的退休教職員與畢業生得向本校申請復用。

11. Retired faculty and staff and graduates must complete email forwarding settings before leaving the university. Emails will then be automatically forwarded to the provided external email address, and the university will not retain copies. The university will maintain the validity of the account. The university will periodically review retired and graduated individuals who have not set up email forwarding. Those whose accounts have been suspended may apply to the university for reinstatement.

十二、有不良記錄之使用者，本校有拒絕提供服務之權利。

12. The school reserves the right to refuse service to users with a bad record.

十三、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。

13. In accordance with system maintenance needs, the school may review relevant information in the mailbox or take emergency measures.

十四、本校保留修改、中止、變更本規範細節之權利。

14. This school reserves the right to modify, suspend, or change the details of this specification.

十五、本規範經圖書與資訊處組長會議通過後實施，修正時亦同。

15. This standard shall be implemented and modified after being approved by the group leaders' meeting of the Office of Library and Information Services.