

國立中山大學電子郵件信箱使用管理規範

Guidelines on the Management of Email Accounts

98.03.19 圖書與資訊處組長會議通過

104.03.27 圖書與資訊處組長會議修正

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

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。

I. These guidelines are formulated to specify the rights and obligations of faculty, staff, students, and alumni when using the University's email (hereinafter referred to as the "Email") (not applicable to Google Workspace) for official duties and academic research.

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：

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）教職員工（由人事室認定）：

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

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 member may apply for only one Email account with a storage capacity of 20GB during the period of employment. The Email account may remain accessible after retirement; however, all emails shall be forwarded to a personal email account in accordance with Article 11 herein, with the storage capacity reduced to 10GB.

離職人員於離職起6個月後，本校得註銷本信箱。

The University reserves the right to cancel the account six months after the member leaves the University.

(三) 學生（由教務處或校友中心認定）：

(3) Students (confirmed by the Office of Academic Affairs or Center for Alumni Services and Social Engagement):

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 student may apply for only one Email account with a storage capacity of 500MB, and those with multiple Email accounts shall retain only one. The account remains accessible after the graduation as a service to alumni, but all emails shall be forwarded to a personal email account in accordance with Article 11 herein.

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：

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

(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) Suspension: Email accounts may be suspended if they have not been accessed for more than 6 months, or if the storage exceeds the limit and the situation remains unresolved for 1 month after notification.

(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) Reactivation: Suspended accounts may be reactivated through a separate application before they are canceled, provided that the reason for suspension is resolved.

(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) Cancellation: Users may request immediate cancellation of their Email accounts, or accounts will be canceled six months after the resignation of faculty/staff, dismissal of students, or after six consecutive months of account suspension without application for reactivation. Once canceled, Email accounts shall not retain any content.

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

(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) The University reserves the right to take emergency measures to suspend any Email accounts suspected of being used for sending spam or disrupting the normal operation of the Email system.

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。

IV. Users shall set up a backup email address and ensure its accuracy to facilitate account recovery procedure.

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。

V. For services involving privacy such as mailbox inquiries, changes, or deletions, users shall submit proof of identity (such as diploma, employment ID, student ID, or alumni ID) to the OLIS for review and approval.

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。

VI. Users shall promptly notify the OLIS of any changes to the information they provided 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。

VII. Users shall abide by the principles for secure Email password settings, and change their password periodically in accordance with the University'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。

VIII. Hard disk space provided for Email accounts is only for temporary storage. Users are responsible for downloading and storing their own data, and the University shall not be liable for data retention.

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：

IX. Users shall adhere to the following provisions. Violations may result in the suspension of access rights 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

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。

X. The University may suspend access to Email accounts in accordance with Article 9 until the circumstances are 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。

XI. Retired faculty, staff, and 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 suspended after regular checks, and the account holder may apply for reactivation.

十二、有不良記錄之使用者，本校有拒絕提供服務之權利。

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

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。

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

十四、本校保留修改、中止、變更本規範細節之權利。

XIV. The University reserves the right to amend or suspend the provisions herein.

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。

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