

National Tsing Hua University Computer and Communication Center Terms of Use for Email Accounts

Passed at the Computer and Communication Center Network Systems Division Meeting held on July 7, 2005

Amended at the Computer and Communication Center Network Systems Division Meeting held on September 18, 2008

Amended at the Computer and Communication Center Network Systems Division Meeting held on November 13, 2008

Amended at the Computer and Communication Center Network Systems Division Meeting held on May 28, 2015

Amended at the Computer and Communication Center Network Systems Division Meeting held on March 3, 2016

Amended at the Computer and Communication Center Network Systems Division Meeting held on March 8, 2018

I. The email service (the "Service") provided by the Computer and Communication Center (the "Center") is for the use of the faculty, staff, students, and alumni of the National Tsing Hua University. These Terms of Use were created to establish the rights and responsibilities of users of the Service.

II. The following people may apply to the Center for the Service in accordance with the rules stated in the application forms.

1. Official units of Level 2 or above (as determined by the Organizational Charter of the National Tsing Hua University) and student clubs (as determined by Division of Student Activities).

2. Faculty and staff whose job status is normal, retired, out of country, or on temporary transfer may apply for the Service (as determined by the Office of Personnel for current employees and by the Alumni Service Center via the Office of Personnel for past employees). Each Personnel Number may be connected to at most one email account. The email account is in principle valid even after termination of employment or retirement as a part of alumni services.

3. Students whose academic status is normal, suspended, re-enrolled, or graduated may apply for the Service (as determined by Division of Registration for current students and by the Alumni Service Center via the Division of Registration for past students). Each Student Number may be connected to at most one email account. The email account is in principle valid even after the student's departure from the school as a part of alumni services.

III. In consideration of information security and the effective use of resources, the Service account may be disabled, re-enabled, removed according to the following circumstances.

- I□Disable : Continued, long-term (two years) disuse of the account.
 - II□Re-enable : Users who have not used the account for a long period of time may apply for being re-enabled before removed termination.
 - III□Removed : The account will be removed if the account has remained disabled for a full five years or if the user applies for termination. In principle, removed email accounts may not be applied again.
- Before the Center proceeds with disabling or removing of accounts as stated above, the Center shall notify the user by email one month in advance.

IV. Users should notify the Center immediately when there are any changes to the information given when applying for the Service.

V. The email service may also include personal homepage or FTP service. The including services may be changed if necessary.

VI. The storage space provided with the Service is for temporary data storage only. Please download and store your own data as needed. The Center will not be held responsible for the preservation users' data.

VII. The account user shall adhere to the following rules and regulations. Violators thereof may have their service disabled and be reported to the relevant office, depending on the severity of the violation.

- I□National Tsing Hua University Campus Network Terms of Use.
- II□National Tsing Hua University Unauthorized Network Information Policy.
- III□Rules and Measures for Announcements at the Center.
- IV□Respect intellectual property rights; behaviors that violate intellectual property rights are not allowed.
- V□Behaviors that violate the law or defame the University are strictly prohibited.
- VI□Unauthorized use of system resources or those of other people, or in any way affecting the normal operations of the system, is not allowed.
- VII□The account may not be used by anyone other than the user him or herself.

VIII. For Service disabled in accordance with Article 7, the user may apply for re-enabling after the disabled period has ended. Users who do not apply for reinstatement within five years of the end of suspension will have their Service terminated.

IX. The Center reserves the right to decline services to users with unsatisfactory user histories.

X. In accordance with the needs of system maintenance and operations, the Center has the right to inspect data related to the account or perform emergency procedures.

XI. These Terms of Use shall take effect after being passed at the Network Systems Division Meeting in the Computer and Communication Center. The same applies for amendments made thereto.

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