

# 國立高雄科技大學電子郵件服務管理要點

## National Kaohsiung University of Science and Technology Regulations Governing the Management of E-mail Services

110 年 5 月 19 日 109 學年度第 10 次行政會議修正通過  
Revised and Passed at the 10<sup>th</sup> Administrative Meeting on May 19, 2021.

111 年 3 月 16 日 110 學年度第 8 次行政會議修正通過  
Revised and Passed at the 8<sup>th</sup> Administrative Meeting on March 16, 2022.

- 一、國立高雄科技大學(以下簡稱本校)為管理教職員生電子郵件帳號與雲端服務資源，特訂定國立高雄科技大學電子郵件服務管理要點(以下簡稱本要點)。

### Article 1

These Regulations Governing the Management of Email Services (hereinafter referred to as “these Regulations”) are adopted by National Kaohsiung University of Science and Technology (hereinafter referred to as “the University”) to manage e-mail accounts of the faculty, staff, students, and the cloud services.

- 二、本校電子郵件與相關雲端服務係架構在 Google Workspace (原 G-Suite) 平台下，由本校電算與網路中心(以下簡稱電算中心)管理，使用者必須遵循 Google 服務條項與 Google 隱私權政策及本要點規定。

### Article 2

Google Workspace (formerly known as G-suite) is the platform on which the University’s e-mail and cloud services are built and maintained by the Computer and Network Center (hereinafter referred to as “the Center”). Users must abide by the Google Terms of Use, Google Privacy Policy, and these Regulations.

- 三、電子郵件服務適用對象：

- (一) 本校在職專任/專案教師、職員、兼任教師、約用人員、計畫人員。
- (二) 本校退休教職員。
- (三) 本校在學學生及畢業校友。
- (四) 本校各學術、行政單位辦公室(公務信箱)。

(五) 本校各相關之法人社團（公務信箱）。

(六) 其他經本校行政程序核定者。

### Article 3

The University's e-mail services are provided to the following users:

3.1 Employed full-time (project-based) teachers, staff, adjunct teachers, contracted staff, and project staff;

3.2 Retired faculty and staff;

3.3 Enrolled students and alumni;

3.4 Academic and administrative units (the official e-mail accounts);

3.5 Relevant organizations at the University (the official e-mail accounts);

3.6 Other users who have been approved through the administrative process.

### 四、電子郵件帳號申請規則：

(一) 符合第三點之適用對象，申請帳號時應填寫電子郵件帳號服務申請單，經單位主管核定後，送交電算中心建立電子郵件帳號。

(二) 申請對象為本校相關之法人社團、或其他經本校行政程序核定者，應透過對口行政單位或學術單位提送帳號服務申請，經對口單位主管核定後，送交電算中心審核，通過後得建立帳號。

(三) 帳號一經申請建立後，無故不得更改帳號。每一申請對象以一個帳號為原則，若有特殊需求，得經單位主管同意後，另行提出申請，經電算中心審核，通過後得建立帳號。

(四) 新生入學以學號作為帳號名稱，應自行至電算中心網站啟用電子郵件帳號，不可更改帳號名稱或設定別名。

(五) 兼任教師使用期限以聘任期間為主，由各系所通報教務處彙整的名單為建立帳號依據。

(六) 民國 107 年 2 月 1 日合校前畢業的校友，得透過校友服務系統申請校友信箱，每位校友僅限申請一次。民國 107 年 2 月 1 日合校後畢業的校友得繼續使用在學時之帳號。

### Article 4

An email account shall be applied in accordance with the following procedures

and rules:

- 4.1 All users qualified under Article 3 must submit the application form to acquire an e-mail account. Upon approval from the unit's supervisor(s), the Center will be notified to create a new e-mail account.
- 4.2 Users from affiliated organizations of the University or those who have been authorized by administrative units must apply for an e-mail account through the corresponding administrative or academic unit. Once the supervisor of the respective administrative or academic departments has given their approval, the application documents shall be directed to the Center for review. The e-mail account shall be created upon the Center's approval.
- 4.3 Once the e-mail account is created, an amendment to the e-mail account without reason may not be considered. Each application can apply for one e-mail account. If there are special needs, a separate application can be submitted with the approval of the unit supervisor. The e-mail account shall be created upon the Center's approval.
- 4.4 The student number is used as the account name for new students. New students shall browse the Center's official website and activate their e-mail accounts. New students are not allowed to change the account name or set a nickname as their account name.
- 4.5 The term of use of part-time teachers is mainly based on the period they are employed. The account creation is based on the compiled list from the Office of Academic Affairs, which receives reports from each department.
- 4.6 Alumni who graduated before February 1st, 2018 (i.e., before the merger of three universities) may apply for an alumni e-mail account only once. Alumni who graduated after February 1st, 2018 (i.e., after the merger of three universities) may continue using their student e-mail account.

## 五、使用規範：

- (一) 本校電子郵件帳號均為公務或學術帳號，應以公務或學術使用於從事教學輔助、學術研究、行政業務等相關活動。
- (二) 本校已建置公務電子郵件寄發平台，各單位公務郵件均應透過該平台寄發。

- (三) 本校各學術及行政單位辦公室公務信箱，已由電算中心統一建立，限公務使用為原則。公務信箱基於識別度或業務需求考量，如須變更，得向電算中心提出申請，且經單位及電算中心主管核定後，始得更新、更名電子郵件帳號(名)。
- (四) 帳號開通之後，使用人應儘速修改密碼，並妥善保管密碼。禁止不法使用他人帳號。如帳號使用人忘記密碼，應洽電算中心辦理重新設定密碼。另為保障資訊安全，須配合電算中心通知，定期更換密碼。
- (五) 禁止從事違反法令或危害本校校譽之行為，包含傳輸、放置、散播任何病毒、非法軟體、廣告信件、詐騙、色情、毀謗、猥褻、騷擾、威脅之內容，並應尊重他人權益及隱私，委婉用詞，避免造成誤解及糾紛。
- (六) 不得從事營利性商業活動。
- (七) 不得發送匿名或假造他人名義之信件。
- (八) 尊重智慧財產權，不使用、儲存、傳遞任何盜版軟體。
- (九) 未經許可，不得移動、修改、窺視任何不屬於個人所有之檔案及目錄。
- (十) 禁止破壞系統、意圖干擾系統運作、竊聽網路傳輸訊息或從事任何影響系統安全與入侵之行為。
- (十一) 電子郵件與 Google Workspace 相關雲端服務所使用之儲存空間大小，分配如下：
1. 專任/專案教師:70GB
  2. 兼任教師：5GB
  3. 職員：20GB
  4. 退休教職員：5GB
  5. 公務信箱：20GB
  6. 在學學生：3GB
  7. 畢業校友：1GB
- (十二) 所使用電子郵件與 Google Workspace 相關雲端服務空間超過分配空間時，定期寄發通知提醒，期限內未改善者，將停用帳號。帳號停用起一個月內未申請復權者，將刪除帳號，並清除使用空間。
- (十三) 電子郵件與 Google Workspace 相關雲端服務中之重要資料應自行備

份，電算中心不負保管及賠償責任。

## Article 5

### Email usage rules:

- 5.1 All e-mail accounts issued by the University are official or academic in nature and should be utilized for educational, teaching, research, administrative, and related purposes.
- 5.2 The University has set up a platform for delivering official e-mails. All e-mails from all departments must be sent via this platform.
- 5.3 The Center has set up the official e-mail accounts for the academic and administrative offices in the University, which should only be utilized for official purposes. Should any alteration (update or rename) be required in light of the need for recognition or consideration, then the application shall be approved by the respective unit and Center's supervisors.
- 5.4 Upon activation of the account, users must immediately change their password and store it securely. Any unauthorized use of other users' accounts is not allowed. Should account holders forget their passwords, they should contact the Center to reset them. Furthermore, for the purpose of maintaining information security, users should comply with the Center's instructions and reset their passwords regularly when they get a notification from the Center.
- 5.5 Any behavior that violates the laws and regulations or tarnishes the reputation of the University shall be prohibited. These behaviors include transmission, placement, and dissemination of any virus, illegal software, advertising letters, fraud, pornography, defamation, obscenity, harassment, and threats. The rights and interests of other people and their privacy shall be respected and described euphemistically to avoid misunderstandings and disputes.
- 5.6 E-mail operations shall not be engaged in for-profit business activities.
- 5.7 E-mail shall not be used to send anonymous or false letters in the name of others.
- 5.8 E-mail users shall respect intellectual property rights and shall not use, store or transmit any pirated software.

- 5.9 E-mail users are not allowed to move, modify or read any files and directories which do not belong to them, without permission.
- 5.10 E-mail users shall not destroy the system, interfere with the system's operation, eavesdrop on the network-transmitted information, or engage in any behavior that affects the security related to the system's intrusion.
- 5.11 The allocation of the storage space used for e-mail and Google Workspace-related cloud services is as follows:
- (1) Full-time/project-based teachers: 70GB;
  - (2) Adjunct teacher: 5GB;
  - (3) Staff: 20GB;
  - (4) Retired staff: 5GB;
  - (5) Official mailbox: 20GB;
  - (6) Current students: 3GB;
  - (7) Alumni: 1GB.
- 5.12 When the space used in e-mail and Google Workspace-related cloud service exceeds the allotted space, users will be sent a reminder notice on a regular basis. If no action is taken within the stipulated timeframe, the account will be deactivated. If the account holder does not request re-activation within one month of deactivation, the Center shall delete the account and clear the used space.
- 5.13 Users are responsible for backing up essential data stored in e-mail and Google Workspace-related cloud services. The Center will not be held accountable for any damages.

#### 六、不當使用電子郵件帳號之處理：

- (一) 依情節之輕重，電算中心有權暫停不當使用者之使用權限，直至帳號持有者提出相關說明並經調查後，確認無再犯之虞或有其他資安疑慮後，恢復使用。情節重大者，除停權外，學生部分，通報學務處懲處；現職之職員工部分，通報考績會處理；教師部分，通報教評會處理。
- (二) 違反使用規範或其他未載明之規定而觸犯法律者，須自負法律責任。
- (三) 不得使用電子郵件與 Google Workspace 相關雲端服務進行任何不當

濫用、違法之行為。如帳號有不當濫用、違法之行為，或是帳號遭盜用，電算中心及 Google 公司有權對該帳號做緊急處分，如：暫時或永久停用該帳號等措施。

- (四) 違反使用規範受停權處分者，如對處分不服，得於受處分有效日起二星期內向電算中心提起書面申訴，逾期未提出申訴者，視為對處分結果無異議。申訴以一次為限。

## Article 6

Handling process of improper use of e-mail accounts:

- 6.1 The Center reserves the right to suspend the use of accounts belonging to users who violate these Regulations, and their e-mail accounts will be suspended until the account holder provides explanations. Once the evaluation has determined that no further offenses have been committed or other security breaches have taken place, the suspension will be lifted. If the circumstances are serious and were conducted by the students, the suspension will be made, and the cases will be reported to the Office of Student Affairs to impose disciplinary sanctions on students. If the circumstances are serious and were conducted by the staff, the cases will be transferred to the Staff Evaluation Committee for further proceeding. If the circumstances are serious and were conducted by the teachers, the cases will be reported to the Faculty Evaluation Committee for further proceeding.
- 6.2 Anyone who violates the e-mail usage rules or other unspecified regulations and thus violates the law shall take on legal responsibilities by themselves.
- 6.3 E-mail and Google Workspace-related cloud services must not be used for any type of illegal or inappropriate activity. Should an account be misused, employed for illegal conduct, or stolen, the Center and Google are entitled to take emergency measures on the account, such as disabling it either temporarily or permanently.
- 6.4 Those who violate the e-mail usage rules and are thus subject to suspension and disciplinary actions may submit a written appeal to the Center within two weeks from the date the account is suspended if they refuse to accept it. Submitting an appeal is limited to one attempt.

## 七、使用期限：

- (一) 學生畢業後，依教務資料將電子郵件帳號與相關系統設定轉換為畢業校友身份。若一年內無登入紀錄，電算中心因應資安要求，得逕行註銷該帳號之使用權。
- (二) 學生退學，依教務資料保留電子郵件帳號六個月，期滿電算中心得逕行註銷。
- (三) 專任教師退休，依人事資料將電子郵件帳號與相關系統設定轉換為退休教職員身份。若一年內無登入紀錄，電算中心因應資安要求，得逕行註銷該帳號之使用權。
- (四) 專任/專案教師離職，得依人事資料保留電子郵件帳號六個月，期滿電算中心得逕行註銷。
- (五) 職員工退休，依人事資料將電子郵件帳號與相關系統設定轉換為退休教職員身份。若一年內無登入紀錄，電算中心因應資安要求，得逕行註銷該帳號之使用權。
- (六) 職員工離職，依人事資料保留電子郵件帳號六個月，期滿電算中心得逕行註銷。
- (七) 經本校核准電子郵件帳號申請之社團法人解散時，其公務信箱之電子郵件帳號將保留六個月，期滿電算中心得逕行註銷。
- (八) 兼任教師之電子郵件帳號於聘期結束停權，若連續續聘，將重新開放帳號。逾二年未續聘，得依人事資料保留電子郵件帳號六個月，期滿電算中心得逕行註銷。

## Article 7

### Period of use:

- 7.1 After students' graduation, the Center shall change their e-mail accounts and related system settings to a graduate alum status based on academic records. If there is no activity within one year, the Center may deactivate the account in accordance with information security requirements.
- 7.2 If a student withdraws from the school, the e-mail account shall be kept for six months, according to the academic records. The Center may delete their accounts immediately upon expiration.
- 7.3 When the full-time teachers retire, the e-mail accounts and related system settings shall be converted into the status of retired teachers. If



there is no login record within one year, the Center may cancel the teachers' right to use the account based on the information security requirements.

- 7.4 When the full-time/project-based teachers resign, their e-mail accounts shall be retained for six months based on their employment information. The Center may delete their accounts immediately upon expiration.
- 7.5 When members of staff retire, the e-mail accounts and related system settings must be converted into the status of retired staff. If there is no activity within one year, the Center may cancel the staff's access to the account in accordance with the information security requirements.
- 7.6 When a member of staff resigns, their e-mail account shall be retained for six months based on their employment information. The Center may delete their accounts immediately upon expiration.
- 7.7 Should an organization who has obtained approval for an e-mail account through the University disband, their official e-mail accounts will be retained for six months, after which the Center may delete their accounts immediately upon expiration.
- 7.8 The e-mail accounts of adjunct teachers shall be suspended at the end of the term of employment. The e-mail account shall be reopened if the employment is continued. If the employment has not been renewed for more than two years, the e-mail account shall be retained for six months based on the employment information, and the Center may delete the accounts immediately upon expiration.

八、本要點未盡事宜，依教育部校園網路使用規範、臺灣學術網路管理規範相關規定辦理。

#### Article 8

Matters not mentioned herein shall be handled in accordance with the Ministry of Education's Guidelines for Campus Network Usage and the Taiwan Academic Network Management and Norms.

九、本要點經行政會議通過，陳請校長核定後施行；修正時亦同。

#### Article 9

These Regulations shall be adopted by the Administrative Meeting and shall take force upon approval by the President. The same procedure shall apply when these Regulations are amended.