

Tzu Chi University of Science and Technology Email management Method

- I. To manage the email effectively, specially set up this method.
- II. Email is managed by the computer center.
- III. The application for the e-mail account and the period of use of the staff
 - A. The new staff of the school are required to fill in the online Account Application form to apply for an account. One account per person is the principle. The account will be deleted for the staff who left the job. If the unit has the demand, you can apply for extension of the email account for three months.
 - B. Part-time teachers are required to fill in the online "Account Application" form to apply for an account by each institution or faculty. The account is limited to use during the teaching period.
 - C. When a student is registered, the center will create an account. For the convenience of management, the account number will be the student ID. The student mailbox will provide free email service with ems. The usage period and management are in accordance with the relevant regulations of Google.
 - D. The job account is filled out by the HR office online Account Application form to apply for an account. The account has no expiration date. Unless the unit is abolished or changed, if the unit is abolished or changed after six months, the old account will be deleted.
 - E. If you need to use school email due to other factors, you must fill in the online Account Application form and apply from the computer center.
- IV. Email account management
 - A. Handling of the official business of the school shall use the email provided by the school and shall not be transferred to an external personal mailbox.
 - B. If the contain of the email contain personal data or is confidential, the email should be encrypted.
 - C. The account owner may not lend the account to others or inform others about the password.
 - D. The account owner shall backup important mail regularly.
 - E. The account owner should regularly clean up its expired mail. If the mail exceeds the system's specified mailbox capacity, the system manager has the right to clean it. The account owner must not have any objection, this is to ensure the normal operation of the entire email.
 - F. The account owner must change the password regularly. If the password is lost or stolen, should notify the computer center as soon as possible.
 - G. Transmission of material that is threatening, defamatory or unfriendly is prohibited.
 - H. Transmission of material that is commercial advertisement is prohibited whether from or to school.
 - I. It is forbidden to use the account as way to interfere main server, such as spreading viruses, spam or other similar situations.
- V. User password set up principle:
 - A. Password shall be at least 8 code.
 - B. Avoid using password that can be easily guessed:
 1. Name, birthday or IC number
 2. Department, faculty or related item

3. User ID, other system ID
4. Computer ID or operating system ID
5. Phone number
6. Blank

VI. Improper use of email account

A. If you have any of the following improper behaviors when using campus email account, the staff will be sent to the personnel office for punishment. The teacher will be sent to the council for punishment. If the circumstances involve serious criminal responsibility, will be sent to police department.

1. Stealing other email account
2. Use for business conduct or intrusion into the host system
3. Other improper behavior which resulting in the loss of the rights of others

B. If the above circumstances are verified, the computer center will send an email to inform the owner of the account and the affiliated unit to stop the action immediately. The computer center will remove the relevant file and deactivate the account for one week. The problem arising from the suspension period is the responsibility of the account owner.

C. If criminal responsibility is involved, the evidence required by the police investigation agency shall be provided. The email management unit shall cooperate with the investigation by the police and provide the required information.

- VII. If there are any unfinished matters in this method, it shall be handled in accordance with relevant regulations.
- VIII. Principle will be invited to announce the implementation time and approval of this approach via Information and Network Management Committee.