

# **Guidelines on the Use and Management of Web Mail Services and Email Accounts at I-Shou University**

Promulgated with the consent from the President dated on June 26, 2014

Amendments to the Guidelines promulgated with the consent from the President date on July 16, 2016

Amendments to the title and Provisions I & II adopted by the Committee of Library and Information Services on July 1, 2020, and promulgated with the consent from the President dated on August 6, 2020

- I. The Guidelines on the Use and Management of Web Mail Services and Email Accounts at I-Shou University (hereinafter referred to as “the Guidelines”) are made by I-Shou University (hereinafter referred to as “the University”) with the aim of effectively managing the use of Web Mail services and email accounts by its faculty, staffers and students.
- II. All the faculty and staff members of the University are entitled to apply for an ISU email account (hereinafter referred to as “the account”). Students’ email accounts, on the other hand, will be created by the Office of Library and Information Services (hereinafter referred to as “the Office”) upon enrollment based on students’ data provided by the Office of Academic Affairs and the Division of Continuing Division, and students, therefore, are not required to submit an application. When creating, changing, or resetting the password of an account, complexity shall be given priority, and account users shall change their passwords regularly.
- III. In principle, each faculty member, staffer and student shall have only one account. If any unit requires more than one account for other official needs, an Application Form for Internet Resources shall be completed and submitted to the Office to apply for a new account. The aforesaid application form is available on the Office’s website.
- IV. In order to ensure information security, the Office will discontinue providing Web Mail services (including the Cloud Web Mail Service) to a full-time faculty/staff member from the date on which his/her appointment/employment is terminated. Such a faculty/staff member may apply to the Office for keeping his/her Cloud Web Mail account while going through the check-out process, if necessary. The Office will send an inquiry email every year to confirm whether the faculty/staff member intends to continue using the account. For those who express no desire to continue using the account, their accounts will be deleted. Accounts which have not logged in for one year will be disabled.

- V. A part-time faculty member may use his/her account during the period specified on the Letter of Appointment, and the account will be deleted by the Office without prior notice upon expiration of the aforesaid period.
- VI. For students on suspension, their accounts will remain active; for students who withdraw or are expelled from the University, they are not allowed to use their accounts from the date of withdrawal/expulsion. In principle, students may continue using their Cloud Web Mail accounts after graduation. If a graduate has not logged in to his/her account for two years in a row, the account will be disabled by the University without prior notice.
- VII. Account users shall adopt good information security management practices to minimize the risk from using the University's Web Mail services. The following rules shall be observed:
1. Users shall not send information that violates the law of the Republic of China or damages the University's reputation through the University's Web Mail services. Violators will be banned from using their accounts.
  2. Users shall not disseminate unworthy information by sending bulk emails for fear of network congestion and a waste of network resources.
  3. Users shall not open emails from unknown senders without verifying the sender's authenticity, in order to prevent personal data leakage or computer virus infection.
- VIII. Matters not mentioned herein, if any, shall be subject to the Taiwan Academic Network Management and Norms promulgated by the Ministry of Education as well as the Regulations for the Use of Campus Network at I-Shou University.
- IX. The Guidelines become effective on the day of promulgation after being adopted by the Committee of Library and Information Services and ratified by the President.

*Note: In the event of any disputes or misunderstanding as to the interpretation of the language or terms of the Guidelines, the Chinese language version shall prevail.*