

Principles for Server Co-location Service at Medical Campus Provided by the Office of Library and Information Services of I-Shou University

Adopted on August 21, 2007 at the Computer Center Affairs
Council

Amendments to the Regulations ratified and promulgated
by the President on March 1, 2011.

Amendments to the Regulations ratified by
the President on March 21, 2013.

Amendments to the Regulations ratified by
the President on June 26, 2014.

- I. The *Principles for Server Co-location Service at Medical Campus Provided by the Office of Library and Information Services of I-Shou University* (hereinafter referred to as the “Principles”) is hereby established to stipulate the server co-location service at Medical Campus (hereinafter referred to as the “Service”) for servers of respective units not managed by the Computer Center (hereinafter referred to as the “OLIS”).
- II. Units applying for the Service shall submit the application form and relevant documents to the OLIS for approval.
- III. The OLIS is responsible for the management of co-located server and provides electricity, air-conditioning, case, the access control system and network service. The units applying for the Service is responsible for the maintenance of operations support system as well as the maintenance and backup of data stored in the server.
- IV. The OLIS will assign static IP address for the co-located server. The OLIS may change the assigned IP address of the co-located server when necessary and will notify the unit seven days before the change of IP address.
- V. Applying units shall check the list specifying the specifications and amount of facilities with the responsible staff of the OLIS when moving in or removing the facilities from the Information Data Room.
- VI. The OLIS may cancel the approval for the application if the applying unit fails to move in the facilities within 14 days upon the receipt of the notification for moving in.
- VII. To apply for the termination of the co-location service, the applying unit shall submit the application in written form 3 days before the expected date of termination, and the unit shall

take back its facilities within 7 days from the date of termination.

VIII. In the event of following circumstances, the OLIS may ask the applying unit to make a correction within the prescribed time, and the OLIS may request to punish staff in charge of late improvement in case of major violation:

1. In violation of *Ministry of Education Regulations for the Access to Campus Network*.
2. Intentional intrusion, stealing, changing or damage of other's data.
3. Duplicate other's data for sale or posting without authorization.
4. Sending advertising to others without their prior consent.
5. Posting message interfering with the public moral.
6. Intentional interference of other's email boxes or communication devices.
7. Intentional spreading of computer viruses.
8. Deliver message in violation of public order and good morals.
9. Intercepting information not officially released or authorized by the owner.
10. Other affairs that may damage communication or violate the laws and regulations.

IX. The OLIS shall not disclose the data of applying units to others unless the checking of data is required by the applying unit or other units comply with the relevant provisions of the law.

X. Issues not mentioned herein shall be governed by relevant regulations stipulated by the University.

XI. The Principles become effective on the third day of promulgation after being adopted by the Office Affairs Council of the Office and ratification by the President.

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