

# **Rules of Borrowing and Management of Virtual Machines at I-Shou University**

Ratified by the President for reference and promulgated on  
May 26, 2015

- I. The Rules of Borrowing and Management of Virtual Machines at I-Shou University (hereinafter referred to as the “Rules”) are established by the Office of Library and Information Services (hereinafter referred to as the “Office”) to support both faculty teaching and administrative development through the check-out service of virtual machines (hereinafter referred to as the “service”).
- II. Applicable Purposes:
  1. Teaching activities of academic units (colleges, departments, institutes, and programs);
  2. University affairs that need to be informatized by administrative units.The Office reserves the right to whether to provide the service, depending on the actual system load.
- III. Application and Loan Periods
  1. Applicants must be course instructors or staff members in charge of university affairs.
  2. Applicants shall submit a completed Application Form for Virtual Machines to the Information Application Section of the Office. Applicants are allowed to check out a virtual machine after the staffer-in-charge of the Office verifies their qualifications.
  3. The loan period for teaching purposes is up to one semester per application, and the loan period for the purpose of university affairs is based on the dates stated on the application form.
- IV. Service Extension and Termination:
  1. Applicants who intend to extend the loan period shall file an extension application at least five working days prior to the date of termination. The loan period will be extended only after the Office approves.
  2. The service shall be automatically terminated if an applicant does not apply for an extension by the date of termination.
  3. Applicants who intend to terminate the service earlier than expected shall submit a written application at least three working days prior to the original date of termination.
  4. Applicants shall back up all their data within ten working days of service termination.
- V. Virtual Machine Management
  1. Applicants shall be responsible for the data stored on the virtual machine as well as its

security and management as per the Regulations for the Use of Campus Network at I-Shou University, the Guidelines on the Management of Campus Server at I-Shou University, and the Information Security Management System (ISMS) standards.

2. The Office may terminate the service immediately if an applicant commits any violation against intellectual property rights, the Personal Information Protection Act, information security or applicable laws and regulations due to poor management. Such an applicant shall make improvements by the prescribed deadline and submit a report to the Office for review. The Office reserves the right to stop providing the service and deny the violator the right to apply for a virtual machine for good if the above-mentioned violation occurs again due to poor management.
  3. During the loan period, applicants shall be held legally liable for any violation against intellectual property rights, the Personal Information Protection Act, information security, or applicable laws and regulations.
  4. To prevent a virtual machine from jeopardizing the host system and information security, the highest administrator privileges must be granted to the staffer-in-charge of the Office and added to the virtual machine to address any emergency.
  5. No firewall or backup host will be provided. Applicants shall maintain the operating system security, the virus protection, the firewall software, the data backup, and the application software of the virtual machine. Applicants shall be held solely liable for damage caused by software bugs, Internet intrusions or data leaks.
  6. Applicants shall prepare licensed software themselves and submit a licensed copy to the Office for reference.
  7. The hardware maintenance will be carried out monthly, and virtual machines will be reset accordingly. The exact time for the maintenance will be announced separately. Applicants shall avoid doing important tasks during the maintenance.
  8. To maximize the efficiency of available resources, the Office may suspend the service if no application has been received for the service for a period of half a year. Applicants shall submit an application again if they want to have the service.
- VI. The Rules become effective on the third day of promulgation after being adopted by the Office Affairs Council and ratified by the President for reference.

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