

Email Account Application Management Regulation, Soochow University

Revised and approved by Computing Center Meeting on January 8th 2003

Revised and approved by Computing Center Meeting on June 22nd 2005

Approved by President on June 29th 2005

- Article One Purpose: the regulation is set to manage the email accounts of faculty, staff, and students in our university and make sure email is to be used correctly, so that personal right can be protected from the damage of other people's improper behavior.
- Article Two Management Unit: Computing Center (hereinafter our center) is the email account management unit in Soochow University.
- Article Three Apply to:
This regulation applies to:
1. Full-time and part-time faculty and staff.
2. All students.
All the faculty, staff, and students above have the right to use their personal email account and personal web space.
- Article Four Validity of usage, application methods and disk space:
1. Validity of faculty and staff is from on board date to the date leave the post (retiring faculty or staff could apply to use the original account). New members should apply exclusive account from our center directly, and have to cancel the account when they quit.
2. Student account will be activated on the second Monday after registration; students need not apply. The active time, terminate time and use regulation of the account is announced on campus website.
3. Disk Space: faculty, staff, and students in our university have email and work space (to save personal website). The size of real space is announced on the website of our center. Faculty and staff can submit “個人網頁空間變更申請表 (Chinese Version)” to apply more space according to the research or business demand.
- Article Five User's obligation and responsibility:
1. The owner of each account has the obligation to follow the relevant email regulation addressed by our center in order to maintain normal operation of emails in the university.
2. The owner of each account should open emails themselves, and should not lend the account detail to other people. The owner should take the full responsibility if their right is damaged because of lending account to other people or any improper use.
3. Account owner should delete the overdue emails regularly to make sure normal and smooth operation of the whole email server.
4. Account owner has the right to forward the email to email supervisor if

any personal right is damaged by improper use from other people.

5. The content of the email should follow good and friendly use. Using email account to deliver or save business information that is threatening, indecent or unfriendly is forbidden.
6. User should take good care of the personal account and password. Our center should be informed as soon as possible to cancel the account when account detail is stolen by other people; password should be changed immediately.
7. User should change password constantly. User should be responsible for any damage caused by improper password set up.
8. It is forbidden to use the account to interfere or destroy software or hardware system of other users or node on the internet. The interference or destroy include computer virus release, trying to break in unauthorized computer system or other similar situation.

Article Six

Punishment:

1. Any violation of above rules, system supervisor can cancel or temporarily suspend the user's account. It will also be reported to the website of Information Security (<http://cert.scu.edu.tw>) for improvement. The user is responsible for any damage or dispute during account suspension.
2. The user who is punished because of the violation of rules above could submit right restore application when the suspension is due and the situation improved.
3. Users who are punished for the rule violation should file the claim to our center or any other internal channel within one month after the execution of the punishment if they are not happy with it. Delay claim will be treated as the agreement of the punishment.

Article Seven

The regulation is reported to president for announcement and implementation, and the same process for revision.