

National Chung Hsing University

Google Workspace for Education Service Regulations

Approved by Computer and Information Network Center, Information and Network Division on July 6, 2022

Article 1. Acknowledgment and Acceptance of Terms

1. When you start using the Google Workspace for Education service (hereinafter referred to as 'the Service'), you should carefully read these terms of use (hereinafter referred to as 'the Terms'). If you do not agree with the contents of these Terms, you may choose not to use the Service; however, once you use the Service, it indicates that you have read, understood, and agreed to accept all the contents of these Terms.
2. National Chung Hsing University (hereinafter referred to as 'NCHU') Computing and Information Network Center (hereinafter referred to as 'the Center') reserves the right to update these regulations in response to the software rental situation of the University, adjustments to Google's original terms, and user management requirements. The revised content will be announced on the Center's website without further individual notice. We recommend that you pay attention to announcements on the Center's website at all times.
3. For matters concerning changes to user account rights (including account suspension, deletion, etc.) related to the Service, if notification to users via email is required, the notification email address is the Google mailbox attached to the Service.
4. If you are under the age of twenty, you must have your legal guardian read, understand, and agree to the content of this regulation and its subsequent revisions before you can continue to use the Service. When you continue to use the Service, it is deemed that your legal guardian has read, understood, and agreed to accept the contents of this agreement and its subsequent revisions.
5. If you violate the Terms of use of this regulation, you should understand that the Service may be suspended at any time without prior notice to you. If NCHU suffers damages due to your violation of this regulation, NCHU may request compensation from you, including but not limited to legal expenses.

Article 2 General Regulations

If you engage in the following behaviors, the Service may be suspended at any time without prior notice to you:

1. Violating the "National Chung Hsing University Campus Network Usage Regulations," the Ministry of Education's "Taiwan Academic Network Usage Regulations," and various laws and regulations enacted by the country.

2. Violating the Google company's "Terms of Service," Google Workspace for Education Terms of Service at https://workspace.google.com/intl/en/terms/education_terms.html
3. Using the Service to engage in activities that are prohibited by law or infringing upon the rights of others.
4. Intercepting, tampering with, collecting, storing, or deleting personal information, emails, or other data of others without lawful authorization, or using such data for any illegal or improper purposes.
5. Impersonating others or transferring your account to others for their use.
6. Engaging in any other behavior deemed inappropriate by the Center for legitimate reasons.

Article 3 Eligibility for Service Use

1. You must be a current faculty, staff, or student of NCHU, with the status of active, retired, or enrolled, and been assigned a NCHU email address (xxx@dragon.nchu.edu.tw, xxx@mail.nchu.edu.tw).
2. Applications for the Service must be made through the NCHU email address, with email responses serving as the basis for account activation and identity verification. Those who do not possess a NCHU email address may apply through their respective departments (for faculty and staff), while students are not eligible to apply.
3. The Center reserves the right to refuse or terminate service for users with a history of unlawful internet usage.

Article 4 Application and Use of Service

1. The Service operates on an online application system, giving you the flexibility to decide whether or not to submit an application based on your individual needs.
2. Applicants are required to provide accurate personal information when filling out the application for the Service. In the event of identity verification failure due to incorrect information provided, the Center reserves the right not to activate the account. Except for the information required for creating a Google account, such as the account name and full name, which will be provided to Google, other information will be used solely for official purposes by the Center and will not be shared with third parties.
3. Users can customize their account names during the application process. Once the account is approved, the Center will not process any account name changes.
4. The Service distinguishes between staff accounts (@email.nchu.edu.tw) and student accounts (@smail.nchu.edu.tw). Staff accounts are automatically granted Education Plus version authorization, while student accounts are granted Education Fundamentals version

authorization. Students who require Education Plus usage authorization can apply according to the regulations and state their reasons. Individual authorizations will be granted upon approval by the Center.

5. If NCHU discontinues the rental of the Education Plus version in the future, the Education Fundamentals version will be uniformly provided, and this change will be announced on the website. A comparison between the Education Plus and Education Fundamentals versions can be found here: <https://support.google.com/a/answer/10077155?hl=zh-Hant>
6. According to the Ministry of Education's "Guidelines for Email Services and Security Management in the Education System", official university email addresses should still be used for official or core business conducted by various units within NCHU. The email addresses provided by the Service are not official university email accounts and should be avoided for handling confidential or sensitive business or personal data.

Article 5 Service Suspension and Reinstatement

For individual users, the Center will suspend or cancel the Service if any of the following conditions are met:

1. Those who meet these criteria will have their accounts retained for six months if they are former faculty or staff members, and for one year if they are graduates. After the retention period expires, the Service account will be canceled, and data will be deleted. If there is a need for an extension, an application must be submitted before the retention period expires. Accounts cannot be restored after deletion. Extension requests are limited to one time and last for six months. Google provides an education account transfer tool; refer to the documentation for details:
https://support.google.com/accounts/answer/6386856?visit_id=6375231689739490721270067389
2. Users who have not logged in within one year.
3. Users who have exceeded usage capacity and have not rectified the issue after notification.

User accounts suspended due to the above two conditions must submit a reinstatement application within three months. Failure to do so within six months will result in the deletion of the account.

4. Those who have had their accounts disabled by Google for not complying with Google's Terms of Service. If your account has been disabled by Google, please contact Google directly to address the issue. If the account is not reinstated within three months, it will be deleted.

Article 6 Data Deletion and Recovery

The Service is provided by Google. You understand that when data is deleted voluntarily or accidentally, when you apply to exit the Service, or when your account is deleted, the data will be permanently deleted and cannot be recovered.

Article 7 Termination of Service

You acknowledge that the Service may terminate under any of the following conditions:

1. Google changes the Terms of service, authorization scope, or payment methods, resulting in certain identities being excluded, or the university no longer meeting the authorization terms.
2. Google terminates the Service.
3. The Center terminates the provision of the Service.

Article 8 Disclaimer

1. The privacy and security obligations of the Service are the responsibility of Google. The Center does not perform any data backups or retention. For information regarding Google's privacy and security obligations, please refer to Google's Security and Privacy Policy:

Privacy Policy Center: <https://policies.google.com/privacy>

Data Privacy and Protection Measures:

https://support.google.com/a/answer/60762?hl=zhHant&ref_topic=7558840

2. The data generated by users through the Service is maintained and managed by Google. The Center cannot intervene in how the data is utilized and cannot guarantee privacy. Before using the Service, please read and agree to Google's Security and Privacy Policy.
3. The stability of the Service system and data preservation are provided by Google. Therefore, the Center cannot guarantee the stability of the Service or the integrity of the data. Users are advised to back up their data to mitigate risks.
4. The Service covers a variety of applications. The Center only assists with account activation services and cannot provide accurate consultations for each application. Users are encouraged to refer to the usage instructions provided by Google.
5. For any inquiries, records access, rights claims, or legal proceedings, please contact Google directly.
6. The Center reserves the right to change or terminate various service contents at any time without prior notice to users due to operational strategy adjustments. The Center bears no responsibility for any decisions to stop or modify the Service, regardless of the circumstances. It is recommended that users retain their own backups.