National Chung Hsing University Email Usage Guidelines

May 25, 2020

1. In accordance with the Ministry of Education's "Guidelines for Email Services and Security Management in the Education System," these guidelines are established to ensure the safe use of email services, reduce improper usage, and mitigate information security threats.

2. The university email accounts are provided for official or academic use by university staff, faculty, and students. All internal units should use the designated university email accounts for official business and core activities, and should not use non-official email accounts.

3. Permanent staff, temporary staff, project staff, and students are each assigned an email account. Additional accounts can be applied for unit public use, project public use, or for short-term part-time university faculty with specific needs.

4. Account Creation and Valid Duration
    1) University Staff (including temporary and project staff)
        a) Email accounts are created automatically via the Single Sign-On system after employment verification without requiring an application.
        b) Email accounts are deleted following the completion of resignation procedures.
        c) Retired staff can retain their email accounts permanently to receive official communications related to their post-retirement rights.
    2) Students
        a) Email accounts are created automatically via the Single Sign-On system after enrollment verification without requiring an application.
        b) Email accounts remain active for one year after the student withdrawal process or student transfer process, after which they are deleted.
        c) Graduates can retain their email accounts for one year after graduation, after which they are deleted.
    3) Special Requests
        a) Unit Public Email Accounts: Units can request one public email account per unit, with a designated responsible person. Changes in the responsible person must be reported.
        b) Project Public Email Accounts:University Faculty can request project-specific email accounts with the project leader's approval. These accounts are limited to the duration of the project and are deleted upon project completion.
        c) University Short-term Part-time Faculty Email Accounts: University Short-term part-time faculty can request email accounts for the duration of their employment, which are deleted upon the end of the term.

5. Email Usage Security Rules

    Email Users must adhere to the following security rules to ensure information security, prevent the leakage of official information, and protect personal privacy.

Violation of these rules may result in service suspension and disciplinary actions according to university regulations.

1. Users must follow password policies: passwords should be at least eight characters long, include a mix of letters and numbers, upper and lower case, and be changed at least every six months.
2. To prevent data loss due to force majeure, users are responsible for backing up their own important data and maintaining mailbox capacity properly to avoid exceeding the size limit, which may affect users' email reception.
3. Users should not open unknown emails or attachments to prevent malware, viruses, or ransomware.
4. Users should not use email to distribute fraudulent, defamatory, insulting, obscene, harassing, illegal software trading, or any other illegal messages.
5. Users must respect intellectual property rights and not engage in illegal transmission or infringement.
6. When transmitting confidential or sensitive data via email, users should encrypt attachments.
7. If an account is suspected of sending spam or disrupting the email service, the Computer and Information Network Center has the right to temporarily suspend the account.
8. Users should not use university email accounts for commercial purposes.
9. Users should respect internet privacy when using email, and should not arbitrarily access other users' personal information or engage in behaviors that violate privacy rights. Users must not misuse others' or system resources, or in any way disrupt the normal operation of the system.
10. Users should use university-provided email accounts for official business and important or sensitive projects, and should not use external private email accounts.
11. Faculty transferring or seconded to other government agencies should not use university email accounts for government-related emails.
12. If a user is unable to access their official email account due to personal death or serious injury, which affects the execution of official duties, the user's immediate supervisor may designate a proxy to submit an application. After approval by the Computer and Information Network Center, the authorized proxy may access the relevant content within the official email account.