

# National Chung Hsing University Computer and Information Network Center Hosting Service Management Regulations

Approved at the 379th Executive Council Meeting on June 11, 2013

- Article 1 The Computer and Information Network Center of our university (hereinafter referred to as the Center) has established these regulations to provide server hosting services (hereinafter referred to as the Service) that are not under the jurisdiction of the Center.
- Article 2 Service Content
1. Provide the computer room space, air conditioning, power supply, fire protection, network connection lines and other basic facilities required for hosting host equipment within the load tolerance of the center's computer room and power facilities.
  2. Provide standard racks for hosting host stacking. In order to consider the effectiveness of computer room management and space utilization, hosting hosts are limited to rack-type servers.
  3. Provide campus network and Internet connection configuration services.
- Article 3 Applicable objects: The school is affiliated with the second-level (including) or above units, and the server hosts that provide administrative or teaching services to all teachers and students in the school are given priority. The host used in the project should be applied for by the unit responsible for the project.
- Article 4 Service Application The applicant shall fill in the [Host Hosting Service Application Form] and submit a written application. The application period is limited to the current year and shall not be applied across years. The host unit must resubmit an application after the deadline.
1. The center will consider the capacity of the relevant facilities in the computer room and evaluate whether to accept the application. The host can only be stationed after approval by the center.
  2. Before the host is stationed in the center, the applicant must provide a list of equipment for confirmation and mark it with identifiable marks and school property labels.
  3. After the host is stationed, the host unit must cooperate with the center to conduct equipment and connection tests. If the equipment fails to provide normal services after the test, the applicant must remove it from the center's computer room within one week. After resolving the relevant problems, resubmit the application.

Article 5 Matters that the hosting unit should cooperate events,

1. The hosting unit must comply with the center's information security and computer room management regulations.
2. The hosting unit must designate a single window contact person to serve as the contact person for related matters. The designated contact person must be a staff member of the hosting unit.
3. If the hosting unit wants to enter the center's computer room for maintenance, it must contact the center's business manager in advance and implement it during working hours. During the maintenance period, the hosting unit must appoint personnel to accompany it and shall not leave the vendor alone to perform operations in the computer room.
4. The hosting unit shall fulfill its maintenance and management responsibilities for its hosting host. This service does not provide hosting host system installation, management, operating system security and virus protection services. The hosting unit shall be solely responsible for any losses caused by software and hardware failures of the hosting host, network intrusion and damage, or data theft due to poor management.
5. When the center performs various environmental maintenance operations in the computer room, it shall notify the hosting unit in advance, and the hosting unit shall cooperate without objection to carry out necessary shutdown-related operations to avoid equipment damage.
6. The center will conduct network and connection tests on the hosting host from time to time. If the hosting equipment fails to provide services normally after testing, and the service user unit fails to solve the relevant problems within two weeks, the center may terminate the hosting service and notify the evacuation of the equipment in order to maintain the use of the host hosting space and energy-saving efficiency.

Article 6 Service Extension and Termination

1. If the hosting unit wishes to extend the hosting service, it shall reapply within one month before the effective date of the termination of the hosting, and the hosting service can be extended only after approval by the Center.
2. If the hosting of the hosting equipment expires and no further hosting application is submitted, the hosting service shall be deemed to be automatically terminated. For the host whose hosting service is terminated, the hosting unit shall take the initiative to conduct an equipment inventory with the business personnel of the Center within two weeks after receiving the notification from the Center, and complete the evacuation of the center's computer room.
3. If the hosting host whose service is terminated is not evacuated in accordance with the regulations, the Center shall not be responsible for its custody and shall have the right to relocate or dispose of it without permission.

Article 7 Charge Standards The charges for this service are divided according to the service nature of the hosting server and the amount of space and facilities used.

1. Rack fees  
Calculated as 2U per unit, each unit is NT\$12,000 per year. The fee is charged according to the usage period ratio for the first year of application. The fee for continued use from the second year onwards is calculated as one year if the period is less than one year.
2. Network equipment fees
  - (a) Switch port fee: NT\$500 per port per year. The fee is charged according to the usage period ratio for the first year of application. The fee for continued use from the second year onwards is calculated as one year if the period is less than one year.
  - (b) Network cabling, KVM module and configuration fee: NT\$1,500 per port (one-time fee).
3. Those who provide a host for school-wide administration or school-wide affairs services and are approved by the Center for resident use are exempt from the fee.

Article 8 These regulations shall be promulgated and implemented after being passed by the Executive Council, and the same shall apply to any amendments.

## National Chung Hsing University Computer and Information Network Center Hosting Service Application Form

<b>Custody Unit</b>				
Unit		Contact Name		
Contact Email		Contact phone number		
<b>Hosting Host List</b>				
N o.	Model	Rack space requirement (U)	Network connection requirements (Port)	Proposed start time of escrow application (year/month/day~year/month/day)
1				
	Usage			
2				
	Usage			
3				
	Usage			
Funding Source				
Person in charge			Unit Supervisor	

<b>Computer and Information Network Center</b>			
Approved hosting server	1. <input type="checkbox"/> Agree to host <input type="checkbox"/> Cannot host	2. <input type="checkbox"/> Agree to host <input type="checkbox"/> Cannot host	3. <input type="checkbox"/> Agree to host <input type="checkbox"/> Cannot host
Total U of racks approved for use		Approved fee amount	
Approved number of available network ports		Approved fee amount	
Subtotal of charges			
Remarks			
Person in charge	director		
Team Leader			

<b>Cashier / Accounting</b>