

## 國立臺灣師範大學資訊中心電子郵件帳號管理要點

Guidelines for managing an email account at ITC, National Taiwan Normal University.

民國 98 年 5 月 26 日第 24 次資訊中心組長會議通過

民國 100 年 12 月 20 日第 87 次資訊中心組長會議修正通過

民國 105 年 3 月 15 日第 181 次資訊中心組長會議修正通過

Approved by 24<sup>th</sup> ITC supervisors' meeting dated 26 May 2009.

Amended and approved by 87<sup>th</sup> ITC supervisors' meeting dated 20 Dec 2011.

Amended and approved by 181<sup>th</sup> ITC supervisors' meeting dated 15 Mar 2016.

### 第一條

為有效管理資訊中心（以下簡稱本中心）所提供的電子郵件帳號，特訂本要點。

1. The guideline is set in order to manage an email account effectively provided by ITC.

### 第二條

本中心電子郵件帳號（以下簡稱帳號），提供本校教職員工生及校友收發電子郵件、維護個人網頁及身分認證等服務。

2. ITC email account serves the purpose in receiving and sending email, maintaining the personal website, Identity authentication for school's employee, students and alumni.

### 第三條

具有下列資格者，可向本中心申請一個帳號：

3. Qualification to apply an email account at ITC :

在職的教職員工及兼任教師。

Current university's employees and part- time teachers.

退休的教職員工。

Retired employees

於教務處設有學籍的在學學生及畢業校友。

Alumni and current students who registered under Office of Academic Affairs

於僑生先修部設有學籍之在學學生。

Students who registered under the Division of Preparatory Programs of Overseas Chinese Students

第四條

帳號之使用期限如下：

4. Terms and conditions of using the email account.

離職教職員工之帳號於離職生效日起一個月後停用，得視需要申請三個月之轉信服務。

The email account will be invalid for employees who resign effective 1 month after the date of resignation. You can apply the service to transfer your email for three months.

退休教職員工可終生使用信箱服務。

Retired employees enjoy the email account service lifelong.

學生畢業後，帳號自動轉為校友帳號，可終生使用信箱服務。

Students' email account will be converted to alumni's email account after graduation. It can be used lifelong.

退學學生之帳號於退學日起一個月後停用。

Email account for students who quit school will be invalid after 1 month effective from the date of quitting.

逕修讀博士學位學生之舊帳號，自逕修讀生效日起自動轉成新帳號；寄至舊信箱之郵件亦自動轉至新信箱。

Students who enroll in the Ph.D. program, his/her old email account will be converted to a new email account. The email which sent to old account will be transferred to the new account automatically.

僑生先修部學生之帳號自結業當年之 11 月 1 日起停用。

Email account for students registered under the Division of Preparatory Programs of Overseas Chinese Students will be invalid on 1 Nov on current year after graduation.

使用者在收到帳號停用通知後，如有特殊情況得以書面述明理由申請延用，本中心將在合理範圍內重新核予使用期限。

If you require to extent the period accessing to the email account due to special

condition, you may apply by official letter stating the reasons. ITC will consider and give approval for the case with valid reasons.

#### 第五條

申請人必須維護個人資料之正確及完整。若不或，本中心將暫停終止該帳號之使用權限。

5. Applicants should maintain valid and complete personal information. Otherwise, ITC has right to terminate the account.

#### 第六條

帳號限申請人本人使用，申請人必須妥善保管該帳號及密碼，不得將帳號及密碼洩露、租借或轉讓給他人使用。

6. The account is only for the applicant to use. Applicant takes full responsibility to keep safe of the login ID and password and should not be revealed to any third party. The account should not be rent to any third party and not transferrable.

#### 第七條

帳號之使用必須遵守現行法律、「台灣學術網路使用規範」及「國立臺灣師範大學校園網路使用與管理要點」，若有觸法或違規之情事，本中心將暫停或終止該帳號之使用權限，並依情節輕重，提報校方議處。

7. Account users should strictly follow the rules and regulations of “Taiwan Academic Network Management and Norms” and “Guidelines for managing and using the network at National Taiwan Normal University”. If any violating act or prohibited action is found, ITC has right to terminate the account and submit a report to school if any punishment to be considered according to the seriousness of each case.

#### 第八條

為了有效利用系統資源，超過六個月未使用之帳號，本中心將暫停其信箱服務，信箱暫停後六個月內可申請恢復服務。超過一年未使用之帳號，本中心將刪除該帳號及所屬資料，帳號刪除後可重新申請。

8. In order to use the system resources efficiently, any account which is inactive more than 6 months will be freeze by ITC. Re-activation of an account is allowed within 6 months after the account is freeze. Any account which is inactive more than 1 year will be closed and user’s personal information will be deleted by ITC. The User may re-apply for a new account if needed after the old account is closed.

#### 第九條

為防範不可抗拒因素而導致資料遺失，帳號使用人必須自行備份該帳號之所屬資料，本中心不負任何保管及賠償責任。

9. In order to prevent any information loss due to unavoidable reason, the user should back up all necessary information belong to the account. ITC does not hold any responsibility to keep the information or compensate the loss.

#### 第十條

本要點 經本中心組長會議通過後實施，修訂亦同。 經本中心組長會議通過後實施，修訂亦同。 經本中心組長會議通過後實施，修訂亦同。 經本中心組長會議通過後實施，修訂亦同。

10. This guideline is put into effect after the approval from ITC supervisors' meeting. Any amendment needed should be made under the same circumstances.