

長榮大學校園網路服務系統帳號管理作業要點

Chang Jung Christian University Campus Network Service System Accounts Management Regulations

108.06.19 107學年度第3次處務會議通過
Approved on June 19, 2019 by the 3rd Office Affairs Meeting of 2018 Academic Year.

111. 04. 08 110學年度第4次處務會議通過
Approved on April 08, 2022 by the 4rd Office Affairs Meeting of 2021 Academic Year.

113. 02. 23 112學年度第2次處務會議修正通過
Approved on February 23, 2024 by the 4rd Office Affairs Meeting of 2021 Academic Year.

一、長榮大學(以下稱本校)圖書資訊處(以下稱圖資處)為落實校園網路服務系統帳號(即電子郵件帳號,以下稱帳號)之管理訂定校園網路服務系統帳號管理作業要點(以下稱本作業要點)。

I. The Office of Library and Information Services of Chang Jung Christian University (hereinafter referred to as the University) has formulated the Campus Network Service System Account Management Regulations (hereinafter referred to as the Regulations) to implement the management of the University's campus network service system accounts (that is, email account numbers, hereinafter referred to as account).

二、帳號適用服務範圍:電子郵件服務、校園網路連線認證等,詳細適用服務清單由圖資處依據實際作業公告於網頁上。

II. Applicable service scope of account: E-mail service and campus network connection authentication: Detailed scope of application is posted on the website by the Office of Library and Information Services according to actual operations.

三、帳號建立:

III. Account Set-up:

(一)教職員帳號:本校專兼任教師、職員工、研究人員等均可申請,於到職時填具相關申請表,經單位主管簽准後,送圖資處審核與設定。

1. Faculty and staff account: Full-time and adjunct faculty, staff and researchers at the University may apply. Complete relevant application form on the first day of work, and upon approval by the unit director, submit to the Office of Library and Information Services for review and set-up.

(二)學生帳號:統一設定為學號,於入學時,由圖資處依據教務處學籍資料,於開學後二週內完成帳號設定並與學生系統完成同步作業。

2. Student account: Set-up is unified using student number at the time of enrollment. The Office of Library and Information Services shall complete account set-up within two weeks of the beginning of school using student information from the Office of Academic Affairs, and complete operation synchronization with the student system.

(三)單位公務帳號:本校各單位均可申請公務帳號,其申請方式同教職員帳號。

3. Unit official account: All units of the University may apply for official accounts. Application method is as with faculty and staff account.

(四)除學生帳號外,圖資處擁有帳號名稱的審核權,得要求使用者重新命名。

4. Except for student account, the Office of Library and Information Services retains the right to review account names, and may request users to change user name.

(五)申請者於本服務所填寫之個人資料,僅限於「電子郵件服務申請」及「本校教育行政公務」目的使用,非經當事人同意,絕不轉做其他用途,亦不會公佈任何資訊,並遵循本校資料保存與安全控管相關規定辦理。詳細個資管理可參閱「長榮大學個人資料保護專區」<http://www.cjcu.edu.tw/pims>

5. The use of personal information provided in the application for this service is limited to "E-mail Service Application" and "Education Administrative", and shall not be used for other purposes or disclosed without the consent of the parties

involved. The information shall be kept in accordance with the University's information storage and security control regulations. For details on personal information management, please refer to the "Chang Jung Christian University Personal Information Security" at <http://www.cjcu.edu.tw/pims>

四、帳號之管理、停用與刪除

IV. Account Management, Suspension and Deletion

(一)使用者如有下列事項者圖資處得停止其使用權，且依其情節輕重，提報本校相關單位議處。

1. The Office of Library and Information Services shall suspend the user right of those found in any of the following conduct, and based on severity of the conduct, shall refer the incident to relevant University departments to be dealt with accordingly.

1. 未遵守本校各項法規規定與措施。

(1) Failure to comply with University regulations and measures.

2. 從事涉及侵害智慧財產權之行為。

(2) Engagement in acts that infringe on intellectual property rights.

3. 從事違反法令或危害本校校譽之行為。

(3) Engagement in acts that violate the law or endanger the reputation of the University.

4. 濫用或不當使用資源，如：電子郵件、雲端硬碟及其它服務。

(4) Abuse or inappropriate use of resources such as e-mail, cloud hard drives and other services.

5. 轉供他人使用。

(5) Transferring user right to others.

(二)專任教職員工個人(含研究人員)帳號：離職日當日關閉校園網路連線認證服務，並自離職日起算 60 日關閉電子郵件服務。

2. Full-time faculty and staff (including researcher) account: Campus network connection authentication service shall be closed on the day of leaving employment, and email service shall be closed within 60 days of leaving employment.

(三)兼任教師個人帳號：於聘期截止日當日關閉校園網路連線認證服務，並自聘期截止日起算 60 日暫停電子郵件服務。若已建立帳號之兼任教師再獲聘任，電子郵件服務、校園網路連線認證服務於聘任日起恢復啟用。

3. Adjunct teacher account: Campus network connection authentication service shall be closed on the day of leaving employment, and email service shall be suspended within 60 days of leaving employment. Adjunct teachers with established account number who are re-employed shall have their email service and campus network connection authentication service resumed on the date of re-employment.

(四)畢業生：離校日當日關閉校園網路連線認證服務，並自離校日起算60日關閉電子郵件服務。

4. Graduated students: Campus network connection authentication service shall be closed on the day of leaving the University, and email service shall be suspended within 60 days of leaving the University.
 - (五) 休學：學籍資料登錄之離校日當日關閉校園網路連線認證服務，並自離校日起算 60 日暫停電子郵件服務。
 5. Leave of absence from the University: Campus network connection authentication service shall be closed on the day of leaving the University, and email service shall be suspended within 60 days of leaving the University.
 - (六) 退學(含轉學)學生：學籍資料登錄之離校日當日關閉校園網路連線認證服務，並自離校日起算 60 日關閉電子郵件服務。
 6. Students withdrawing (including transferring) from the University: Campus network connection authentication service shall be closed on the day of leaving the University, and email service shall be closed within 60 days of leaving the University.
- 五、 帳號之資料備份，由使用者自行備份資料，圖資處不負備份、保管及轉移之責。
- V. Account information backup: Users shall back up their own information. The Office Of Library and Information Services shall not be responsible for information back up, storage or transfer.
- 六、 帳號一經關閉，即不提供重新建立或啟用服務。
- VI. Once an account is closed, re-setup or activation service shall not be provided.
- 七、 本作業要點所稱之電子郵件服務泛指Google 公司提供教育機構之免費服務及其衍生服務。
- VII. The e-mail service in the Regulations refers to the free services and derivative services for educational institutions provided by Google LLC.
- 八、 本作業要點經圖書資訊處處務會議通過後公告實施，修正時亦同。
- VIII. The Regulations are announced and implemented upon approval by the Office Affairs Meeting of the Office of Library and Information Services; the same shall apply to any amendments.