

Yuan Ze University

E-mail Usage Management Regulations

Approved at the 19th Administrative Meeting of the 79th Academic Year dated April 22, 1991

Revised at the 2nd Administrative Meeting of the 85th Academic Year dated October 2, 1996

Revised at the 12th Administrative Meeting of the 86th Academic Year dated June 22, 1998

Revised at the 2nd Administrative Meeting of the 96th Academic Year dated September 17, 2007

Revised and approved at the 22nd Administrative Meeting of the 108th Academic Year dated May 27, 2020

- Article 1** To manage the e-mail accounts for campus-wide members, ensure the proper use of e-mail, improve information exchange efficiency, and protect personal rights, the *Yuan Ze University E-mail Usage Management Regulations* (referred to as **the Regulations**) are hereby formulated.
- Article 2** The Office of Library and Information Services (OLIS) takes the role of the E-mail management of the University.
- Article 3** The Regulations apply to all current students, faculty, staff, alumni, and retired staff.
- Article 4 Application and Duration of Use**
- 4.1 The duration of use for faculty and staff starts from the date of employment until the date of resignation. The Personnel Office should submit the application to the OLIS for exclusive accounts for new colleagues, and the resigned colleagues shall apply to the Personnel Office for deactivating the account upon their resignation.
- 4.2 The duration of use for students starts from the date of enrollment until the date of graduation (including program completion). The OLIS will establish accounts based on the student list provided by the Office of Academic Affairs. In case of leaving the school midway for any reason, the accounts shall be canceled based on the list provided by the Office of Academic Affairs.
- 4.3 For graduated students, their accounts are automatically converted into alumni accounts.
- 4.4 The duration of use for adjunct faculty is from the beginning of each semester until the end. At the beginning of the semester, the Personnel Office will apply to the OLIS on their behalf. Without the offering for two consecutive academic years after the contract period ends, the adjunct faculty will be canceled.
- 4.5 Retired faculty and staff who wish to retain their accounts should apply to the Personnel Office.
- 4.6 Shared accounts for administrative needs require an application and should be approved by OLIS.
- Article 5 Usage Rules**
- 5.1 To maintain the smooth operation of the university-wide e-mail system, account holders are obliged to comply with the related regulations proposed by the OLIS.

- 5.2 Account holders should personally access their email accounts. Sharing accounts with others is prohibited.
- 5.3 It is strictly prohibited to use the network by cracking, unauthorized use, or impersonation of others' accounts and passwords, and unjustifiably disclosing others' account information and passwords.
- 5.4 It is strictly prohibited to use email for illegal activities or personal gain.
- 5.5 It is prohibited to use email for transmitting threatening, obscene, or unfriendly information.
- 5.6 Using broadcasting stations to transmit mail shall be required to adhere to the Regulations. It is strictly prohibited to use broadcasting for disseminating false rumors, texts, pictures, videos, sounds, or any other media materials that violate public order and good customs.
- 5.7 It is forbidden to attempt unauthorized access to computer systems, interfere with other users, damage software and hardware systems of network nodes, or engage in a similar improper use of e-mail accounts.

Article 6 Penalty

- 6.1 If a violation of Article 5, the account will be suspended for one month. In addition, the students will be referred to the Office of Academic Affairs for action, and the faculty and staff will be referred to the relevant committee by the Personnel Office for follow-up action.
- 6.2 All losses or disputes during the period of account suspension should be borne by the concerned user.
- 6.3 For any arguments with the suspension, the user shall appeal to the OLIS within two weeks from the suspension date. The appeal shall be limited to once.
- 6.4 Those who receive disciplinary measures due to violations of the Regulations may file a written appeal to the OLIS within two weeks from the effective date of the suspension. Failure to submit an appeal within the specified period will be considered acceptance of the disciplinary outcome. Only one appeal is allowed.
- 6.5 Any person who violates the Regulation or other regulations not specified and violates the law shall be held responsible for civil and criminal liabilities.
- 6.6 Those who violate the Regulations or other undisclosed provisions and commit legal offenses shall bear civil and criminal liabilities.

Article 7 The Regulations are implemented after being passed at the administrative meeting, and the same procedure applies to any future amendments.

Note: If any controversies or disputes occurred regarding clauses of the aforesaid regulations, it shall always refer to its Chinese version.