

# 國立陽明交通大學NYCU E-Mail使用 規範

1. 一旦您開始使用本服務，即表示您已閱讀、瞭解並同意接受下述使用規範及聲明之所有內容，本校保留修改、終止，及變更使用規範細節之權利。
2. 國立陽明交通大學 **NYCU E-mail**服務(以下簡稱本服務)，係由國立陽明交通大學(以下簡稱本校)資訊技術服務中心(以下簡稱本校資訊中心)提供本校教職員生申請使用，每個校內人員憑學(工)號得申請一個電子郵件信箱。
3. 本服務提供之帳號，於學生畢業與教職員退休後將會保留帳號；教職員若為離職，將於離職三個月後刪除帳號，學生若為退學則視同離職。
4. 學生於畢業後，您的帳號之雲端儲存空間將被限制為**1GB**。請您在畢業後儘早備份您的資料和郵件，以確保您的雲端存儲空間不超過**1GB**。在畢業後的三個月內，我們將刪除超過容量限制的帳號，一旦帳號被刪除，郵件和資料將無法復原。
5. 帳號格式
  - 學生：**username.(院)(入學年度)@nycu.edu.tw**
  - 教職員：**username@nycu.edu.tw**

**username** 由使用者自行命名：本校資訊中心保留 **username** 審核權，得要求使用者重新命名。

6. 帳號名稱一經審核通過，不得線上更改。如因特殊需求，如轉系必須更改者，應檢附學生證影本及相關證明，以書面提出申請，詳細程序請洽本校資訊中心櫃台。
7. 本服務係提供本校在學及在職身份申請者做教育學術用途，每人只能申請一個帳號，並不得做出任何形式之轉讓與出售，也不得作出任何妨礙系統正常運作之行為。
8. 若經檢舉發現有濫用本服務之情事經查證屬實，本校資訊中心有權暫停或取消該使用者之帳號權限。
9. 本校擁有對本服務空間容量異動權力。
10. 使用電子郵件，應遵守下列規定：
  - a. 機密資料不得以電子郵件傳送；亦應避免挾帶敏感性資訊(含個資)於電子郵件中，若有傳送之必要，得將敏感性資訊以附件經加密處理後傳送。
  - b. 大量收件人請以密件副本方式寄送，以免洩漏個人資訊。
  - c. 對來路不明的電子郵件，不得隨意開啟，應立即刪除或通知電子郵件管理人員處理，以免啟動惡意程式執行檔，使個人電腦或本部網路系統遭到破壞。
  - d. 瀏覽電子郵件時，應關閉預覽窗格並預設以純文字模式開啟信件，以防止惡意電子郵件攻擊。
  - e. 對於來路不明電子郵件附加之執行程式、彈出視窗或超連結不得點選執行。

- f. 應隨時檢視個人電腦防毒軟體之病毒碼是否為最新版，以防範感染電子郵件病毒。
  - g. 不得假冒他人名義發送電子郵件。
  - h. 為尊重智慧財產權，不隨意傳送或散播非屬個人合法持有之軟體或文件。
  - i. 注意個人資料保護規定，不傳送或或散布涉及個人隱私之資料。
  - j. 使用者應自行備份重要郵件資料，刪除過時之郵件，以維持郵件系統運作效能。
  - k. 禁止惡意使用帳號作為干擾或破壞網路上其他使用者或節點之應用軟硬體系統，此種干擾與破壞指惡意散布電腦病毒、嘗試侵入未經授權之電腦系統或其他類似之情形。
  - l. 電子郵件資料屬使用者所擁有，如有惡意使用之情事，除應負相關行政責任外，須自行承擔法律責任。
  - m. 本校所屬單位、系所各級主管若察覺使用者違反電子郵件使用規定，應適時規勸並指導正確的使用方式。
11. 本服務使用者皆須遵守 **Google** 之「授權協議」及「服務條款」，如有違反，本校及 **Google** 皆有權暫停或取消該帳號權限；本服務的系統穩定性及資料保存，係由 **Google** 公司維運及提供；本校無法保證服務穩定性及資料完整性，請各使用者自行備份資料以避免風險。

## 12. 服務停用與復權：

- a. 超過半年從未登入帳號者將進行停權。
- b. 超過使用容量經通知未改善者將進行停權。

因上述原因遭停用之使用者，得於三個月內提出復權申請，逾三個月未提出申請者將刪除帳號，帳號刪除後即無法復原。

- c. 遭**Google** 公司停用帳號者，請逕洽 **Google** 公司聯繫反映。如三個月內未恢復使用權者，即刪除帳號。

## 13. 服務終止：

以下項目任一點成立時，您認知本服務可能終止

- a. **Google** 公司更改服務條款、授權範圍或收費方式，導致某些身份遭排除，或本校已不符合授權條款。
- b. **Google** 公司終止此項服務。
- c. 本校資訊中心終止提供此項服務。

14. 其餘未詳細規範事宜，本校得依照現行法律、「臺灣學術網路管理規範」及「國立陽明交通大學校園網路使用規範」相關管理規範辦理。本校保留修改、中止、及變更使用規範細節之權利。

1. Once you start using this service, it means that you have read, understood, and agreed to accept all the contents of the following terms and declarations. The University reserves the right to modify, terminate, and change the details of the terms of use.
2. National Yang Ming Chiao Tung University (NYCU) email service (hereinafter referred to as "this service") is provided by the Information Technology Service Center (hereinafter referred to as "the Information Center") of National Yang Ming Chiao Tung University (hereinafter referred to as "the University") for faculty, staff, and students of the University to apply for and use. Each member of the University may apply for one email account with their student (employee) number.
3. The accounts provided by this service will be retained after the students graduate and the faculty and staff retire; if the faculty or staff resign, the account will be deleted three months after resignation, and if the student withdraws, it will be treated as resignation.

4. After students graduate, your account's cloud storage space will be limited to 1GB. We kindly request that you back up your data and emails as soon as you graduate to ensure that your account's cloud storage does not exceed 1GB. Within three months after graduation, we will delete accounts that exceed this capacity limit, and please be aware that once an account is deleted, emails and data cannot be recovered.

5. Account format:

- Students:username.(department)(enrollment year)@nycu.edu.tw;
- Faculty and staff: username@nycu.edu.tw.

The username is self-named by the user, but the Information Center reserves the right to review it and request the user to rename it.

6. Once the account name has been approved, it cannot be changed online. If a change is needed due to special circumstances, such as transferring to another department, the user should submit a written application with a copy of the student ID and relevant proof to the Information Center service desk. For detailed procedures, please contact the service desk.

7. This service is provided by the University for educational and academic purposes of its students and faculty, and each person can only apply for one account. No transfer or sale of the account is allowed, nor any behavior that may hinder the normal operation of the system.
  
8. If it is reported and verified that the service is being abused, the Information Center of the University has the right to suspend or cancel the account privileges of the user.
  
9. The University has the right to change the capacity of this service.
10. When using email, the following regulations should be observed:
  - a. Confidential information should not be transmitted via email. It is also advisable to avoid including sensitive information (including personal data) in email content. If there is a need to send such information, it should be transmitted as an encrypted attachment.
  - b. When sending to a large number of recipients, please use the "BCC" (Blind Carbon Copy) method to prevent the disclosure of personal information.

- c. Emails from unknown sources should not be opened indiscriminately. They should be deleted immediately or reported to email administrators for handling to prevent the activation of malicious executable files that could damage personal computers or the local network system.
- d. When viewing emails, close the preview pane and set the default to open messages in plain text mode to prevent malicious email attacks.
- e. Do not execute attachments, pop-ups, or hyperlinks from emails of unknown origin.
- f. Check regularly if the virus definitions of your personal computer's antivirus software are up to date to prevent email virus infections.
- g. Do not impersonate others when sending emails.
- h. In respect of intellectual property rights, do not transmit or distribute software or files that are not legally owned by the individual.
- i. Adhere to data protection regulations and do not transmit or distribute data related to personal privacy.
- j. Users should back up important email data themselves, delete outdated emails to maintain the efficiency of the email system.



- k. It is prohibited to maliciously use accounts to interfere with or damage the application software and hardware systems of other users or nodes on the network. This includes the distribution of computer viruses, attempting to unauthorized access to computer systems, or similar activities.
  - l. Email data is the property of the user, and in case of malicious use, the user is not only administratively responsible but also legally accountable.
  - m. Units and department heads within the university should advise and guide users on the correct usage when they observe violations of email usage regulations.
11. All users of this service must comply with Google's "Authorization Agreement" and "Terms of Service." In case of any violation, the University and Google have the right to suspend or cancel the account privileges. The system stability and data retention of this service are operated and provided by Google. The University cannot guarantee the stability of the service and the integrity of the data. Please backup your data to avoid risks.

## 12. Service suspension and restoration:

- Users who have not logged in to their accounts for more than six months will be suspended.
- Users who have been notified of exceeding the storage capacity and have not improved will be suspended.

Users who have been suspended for the above reasons may apply for restoration within three months. Failure to do so will result in the deletion of the account, which cannot be restored afterward.

- Users whose accounts have been suspended by Google should contact Google directly for recovery. If no action is taken to restore the account within three months, it will be permanently deleted.

## 13. Service Termination Notice:

You acknowledge that this service may be terminated under the following circumstances:

- Google changes its service terms, authorization scope, or fee structure, resulting in the exclusion of certain identities, or the school no longer complies with the authorization terms.
- Google terminates this service.

- The Information Center of the school terminates this service.

14. When sending emails containing personal information, it is necessary to encrypt the personal data and transmit it as an attachment.

15. To ensure privacy when sending emails, please use the "BCC" (Blind Carbon Copy) function for message transmission.

16. For other matters not specifically regulated, the school may handle them in accordance with current laws, the "Taiwan Academic Network Management Regulations," and the "National Yang-Ming Chiao Tung University Campus Network Usage Regulations." The school reserves the right to modify, suspend, and change the details of usage regulations.



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## 國立陽明交通大學NYCU E-Mail使用 規範

- 15.** 一旦您開始使用本服務，即表示您已閱讀、瞭解並同意接受下述使用規範及聲明之所有內容，本校保留修改、終止，及變更使用規範細節之權利。
- 16.** 國立陽明交通大學 **NYCU E-mail**服務(以下簡稱本服務)，係由國立陽明交通大學(以下簡稱本校)資訊技

術服務中心(以下簡稱本校資訊中心)提供本校教職員生申請使用, 每個校內人員憑學(工)號得申請一個電子郵件信箱。

17. 本服務提供之帳號, 於學生畢業與教職員退休後將會保留帳號;教職員若為離職, 將於離職三個月後刪除帳號, 學生若為退學則視同離職。

18. 帳號格式

- 學生: **username.(院)(入學年度)@nycu.edu.tw**
- 教職員: **username@nycu.edu.tw**

**username** 由使用者自行命名:本校資訊中心保留 **username** 審核權, 得要求使用者重新命名。

19. 帳號名稱一經審核通過, 不得線上更改。如因特殊需求, 如轉系必須更改者, 應檢附學生證影本及相關證明, 以書面提出申請, 詳細程序請洽本校資訊中心櫃台。

20. 本服務係提供本校在學及在職身份申請者做教育學術用途, 每人只能申請一個帳號, 並不得做出任何形式之轉讓與出售, 也不得作出任何妨礙系統正常運作之行為。

21. 若經檢舉發現有濫用本服務之情事經查證屬實, 本校資訊中心有權暫停或取消該使用者之帳號權限。

22. 本校擁有對本服務空間容量異動權力。

23. 本服務使用者皆須遵守 **Google** 之「授權協議」及「服務條款」, 如有違反, 本校及 **Google** 皆有權暫停或取消該帳號權限;本服務的系統穩定性及資料保存

，係由 **Google** 公司維運及提供；本校無法保證服務穩定性及資料完整性，請各使用者自行備份資料以避免風險。

**24. 服務停用與復權：**

- a. 超過半年從未登入帳號者將進行停權。
- b. 超過使用容量經通知未改善者將進行停權。

因上述原因遭停用之使用者，得於三個月內提出復權申請，逾三個月未提出申請者將刪除帳號，帳號刪除後即無法復原

- c. 遭**Google** 公司停用帳號者，請逕洽 **Google** 公司聯繫反映。如三個月內未恢復使用權者，即刪除帳號。

**25. 服務終止：**

以下項目任一點成立時，您認知本服務可能終止

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- b. **Google** 公司終止此項服務。
- c. 本校資訊中心終止提供此項服務。

**26. 其餘未詳細規範事宜，本校得依照現行法律、「臺灣學術網路管理規範」及「國立陽明交通大學校園網路使用規範」相關管理規範辦理。本校保留修改、中止、及變更使用規範細節之權利。**

## NYCU Email Usage Guidelines of National Yang Ming Chiao Tung University

17. Once you start using this service, it means that you have read, understood, and agreed to accept all the contents of the following terms and declarations. The University reserves the right to modify, terminate, and change the details of the terms of use.
  
18. National Yang Ming Chiao Tung University (NYCU) email service (hereinafter referred to as "this service") is provided by the Information Technology Service Center (hereinafter referred to as "the Information Center") of National Yang Ming Chiao Tung University (hereinafter referred to as "the University") for faculty, staff, and students of the University to apply for and use. Each member of the University may apply for one email account with their student (employee) number.
  
19. The accounts provided by this service will be retained after the students graduate and the faculty and staff retire; if the faculty or staff resign, the account will be deleted three months



after resignation, and if the student withdraws, it will be treated as resignation.

20. Account format:

- Students:username.(department)(enrollment year)@nycu.edu.tw;
- Faculty and staff: username@nycu.edu.tw.

The username is self-named by the user, but the Information Center reserves the right to review it and request the user to rename it.

21. Once the account name has been approved, it cannot be changed online. If a change is needed due to special circumstances, such as transferring to another department, the user should submit a written application with a copy of the student ID and relevant proof to the Information Center service desk. For detailed procedures, please contact the service desk.

22. This service is provided by the University for educational and academic purposes of its students and faculty, and each person can only apply for one account. No transfer or sale of the account is allowed, nor any behavior that may hinder the normal operation of the system.

23. If it is reported and verified that the service is being abused, the Information Center of the University has the right to suspend or cancel the account privileges of the user.
24. The University has the right to change the capacity of this service.
25. All users of this service must comply with Google's "Authorization Agreement" and "Terms of Service." In case of any violation, the University and Google have the right to suspend or cancel the account privileges. The system stability and data retention of this service are operated and provided by Google. The University cannot guarantee the stability of the service and the integrity of the data. Please backup your data to avoid risks.
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  - Users who have been notified of exceeding the storage capacity and have not improved will be suspended.

Users who have been suspended for the above reasons may apply for restoration within three months. Failure to do so will result in the deletion of the account, which cannot be restored afterward.

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You acknowledge that this service may be terminated under the following circumstances:

- Google changes its service terms, authorization scope, or fee structure, resulting in the exclusion of certain identities, or the school no longer complies with the authorization terms.
- Google terminates this service.
- The Information Center of the school terminates this service.

28. For other matters not specifically regulated, the school may handle them in accordance with current laws, the "Taiwan Academic Network Management Regulations," and the "National Yang-Ming Chiao Tung University Campus Network Usage Regulations." The school

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## 舊版

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生申請使用，每個校內人員憑學(工)號得申請一個電子郵件信箱。

**29.** 本服務提供之帳號，於學生畢業與教職員退休後將會保留帳號；教職員若為離職，將於離職三個月後刪除帳號，學生若為退學則視同離職。

**30.** 帳號格式

- 學生：**username.(院)(入學年度)@nycu.edu.tw**
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**username** 由使用者自行命名：本校資訊中心保留 **username** 審核權，得要求使用者重新命名。

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**33.** 若經檢舉發現有濫用本服務之情事經查證屬實，本校資訊中心有權暫停或取消該使用者之帳號權限。

**34.** 本校擁有對本服務空間容量異動權力，服務停用及復權說明於本規範第**11**條。

**35.** 本服務使用者皆須遵守 **Google** 之「授權協議」及「服務條款」，如有違反，校方及 **Google** 皆有權暫停或取消該帳號權限；本服務的系統穩定性及資料保存

，係由 **Google** 公司維運及提供；本校無法保證服務穩定性及資料完整性，請各使用者自行備份資料以避免風險。

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- c. 遭**Google** 公司停用帳號者，請逕洽 **Google** 公司聯繫反映。如三個月內未恢復使用權者，即刪除帳號。

**37. 服務終止：**

以下項目任一點成立時，您認知本服務可能終止

- a. **Google** 公司更改服務條款、授權範圍或收費方式，導致某些身份遭排除，或本校已不符合授權條款。
- b. **Google** 公司終止此項服務。
- c. 本校資訊中心終止提供此項服務。

**38. 其餘未盡詳細之處，悉依資訊技術服務中心或本校上級單位相關規定辦理。**

## NYCU Email Usage Guidelines of National Yang Ming Chiao Tung University

29. By using this service, you indicate that you have read, understood, and agreed to comply with all the contents of the following usage guidelines and declarations. For matters not covered herein, the University may act in accordance with current laws, the "Taiwan Academic Network Management and Norms" and the "NYCU Campus Network Use Regulations" The University reserves the right to modify, terminate, or change the details of the usage guidelines.
  
30. The National Yang-Ming Chiao Tung University NYCU Email service (hereinafter referred to as the "Service") is provided by the Information Technology Services Center (hereinafter referred to as the "Center") of National Yang Ming Chiao Tung University (hereinafter referred to as the "University") for faculty, staff, and students of the University to apply for and use. Each person on campus can apply for one email account using their student or employee ID number.

31. The accounts provided by the Service will be retained for students after graduation and for faculty and staff after retirement. For those who leave their job or withdraw from school, their accounts will be deleted three months after leaving the University.

32. Account Format:

- Students: username.(college)(year of enrollment)@nycu.edu.tw
- Faculty and staff: username@nycu.edu.tw  
The username can be chosen by the user, but the Center reserves the right to review and request the user to rename it.

33. Once the account name has been approved, it cannot be changed online. In case of special needs, such as transferring departments, the user should submit a written application with a copy of their student ID and relevant documents to the Information Technology Services Center. For detailed procedures, please inquire at the Center's service counter.

34. The Service is provided for educational and academic purposes for current students and staff of the University, and each person can only apply for one account. The account cannot be



transferred or sold in any form, and any action that interferes with the normal operation of the system is prohibited.

35. If a user is reported for abusing the Service and it is verified to be true, the Center has the right to suspend or cancel the user's account.
36. The University has the right to modify the storage capacity of the Service. Service and deactivation and reauthorization listed in item 11.
37. All users of the Service must comply with the Google "Agreement" and "Terms of Service." Violations may result in the suspension or cancellation of the account by the University or Google. The stability of the Service and data storage is maintained by Google. The University cannot guarantee the stability of the Service or the integrity of the data, so users should back up their data to avoid risks.
38. The Service covers a wide variety of applications, and the Center only provides account activation services. We regret that we cannot provide correct consultations for all applications. Users should refer to the instructions provided by Google themselves.

39. Service deactivation and reauthorization:
- a. Those who have never logged in within six months will be suspended.
  - b. Those who exceed their storage capacity and fail to improve it after being notified will be suspended.

Users whose accounts have been suspended for the reasons mentioned above should submit a restoration application within three months. Failure to submit an application within three months will result in the account being deleted, and once deleted, the account cannot be recovered.

- c. If your account has been suspended by Google, please contact Google directly for assistance. If usage rights are not restored within three months, the account will be deleted.

40. Service Termination: You acknowledge that the service may be terminated if any of the following circumstances occur:

- a. Google changes the terms of service, licensing scope, or payment method, which results in certain identities being excluded, or

if the school no longer meets the licensing terms.

b. Google terminates this service.

c. The center terminates the provision of this service.

41. For any other details not explicitly specified, please handle them in accordance with the relevant regulations of the Information Technology Service Center or the higher-level units of our school.