

# Asia University Electronic Message Management Regularity

2003.01.27 Approved by the 3<sup>rd</sup> Information Center Committee

2005.06.22 Approved to rename to Asia University by the 5<sup>th</sup> Administration Committee of the 2004 Academic Year

2010.04.22 Approved to amend Articles 1, 2, 3, 5, 6 and 8 by the 6<sup>th</sup> OICT Advisory Committee

2010.05.27 Issued by Asia Mi Tze No. 0990005201

2010.09.15 Approved to amend Articles 5 and 8 by the 2<sup>nd</sup> Administration Committee of the 2010 Academic Year

2010.10.19 Issued by Asia Mi Tze No. 0990010575

2011.11.09 Approved and amended by the 9<sup>th</sup> OICT Advisory Committee

2012.01.18 Approved and amended by the 6<sup>th</sup> Administration Committee of the 2011 Academic Year

2012.02.21 Issued by Asia Mi Tze No. 1010001356

2012.12.18 Approved and amended by the 11<sup>th</sup> OICT Advisory Committee

2013.01.16 Issued by Asia Mi Tze No. 1020000576

2014.01.03 Approved and amended by the 1<sup>st</sup> OICT Advisory Committee of the 2013 Academic Year

2014.01.22 Approved and amended by the 6<sup>th</sup> Administration Committee of the 2013 Academic Year

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1. Aim: To manage the transmitted electronic message by the faculty, employees, and students, as well as ensure the system is utilized properly, therefore, personal rights can then be respected.
2. Responsible authority: OICT is responsible for the management of electronic message.
3. Candidates: This regularity is applied to the following:
  - A. Full time and part time faculty
  - B. Full time personnel and contractual personnel
  - C. All enrolled students
4. All the applicable candidates can have their own email accounts.
5. Expiration, application and email space:
  - A. The email accounts for faculty and employees are valid from the first day of work to three months after the last day of work. The exception is as follows.
    - i. Continuous work for school more than three years
    - ii. Work as the first-level director ever
    - iii. Qualified for other conditions and got approved
  - B. New personnel can apply for a new account and activate it right away. The OICT does not accept an application which is not the person himself or by phone. The personnel on

leave needs to report to the OICT to revoke his account before leaving.

- C. The email accounts for students are assigned, based on the name list from the Office of Academic Affairs, by the OICT. The account is valid for life.
- D. The email space of the faculty and employees is for email only. The actual volume is posted by the OICT.

6. User rights and responsibility:

- A. For the consistence of message transmission, all systems on campus will transmit electronic message to the email account and official web site of Asia University. We may use other channels if necessary. All sections can post message through email or on the official web site if they got approved. The user is responsible for getting the message from his account.
- B. All email users have the responsibilities to comply with the OICT guidelines to keep the electronic message transmission running smoothly.
- C. The email account should be used by the owner himself only. Lending the account to others is not allowed. The account owner is responsible for any loss of rights and interests due to account abuse.
- D. The email account owner should clean up his mail periodically. The OICT will remove expired email to ensure the mail servers working smoothly.
- E. Do not sending threatening, sex-related, unfriendly email message.
- F. A user should keep his account and password in the safe place. If the account is embezzled, the owner has to notify the OICT to suspend the account immediately and change a new password.
- G. A user needs to change his password often. The user is responsible for the possible loss because of improper password setting.
- H. Do not disturb or break in the software or hardware systems of other users and nodes, including spread of viruses, unauthorized break-ins.
- I. The user has to obey the TANet Management Regularity and Asia University Campus Network Usage Regularity while sending the electronic message.

7. Penalty:

- A. The system administrator may suspend or revoke the user account and post warning message on the OICT web site if he violates the above rules. The OICT is not responsible for any loss while the account is not available.
- B. A user, whose account is suspended due to violating the rules, can apply to the OICT to restore his account if the suspension is expired and the violation is improved.
- C. If the suspended user does not agree the penalty, he can file a petition to the OICT or petition office for restoring his account in a month. Passing the deadline means the user has no objection to the decision.

8. The regularity is approved by the Administration Committee, issued by the president. For the

amendment, the process is same.