

NATIONAL SUN YAT-SEN UNIVERSITY

Regulations on Usage of Campus Smart Telecommunications Network Voice over IP Phones

Approved by the 30th Director Meeting of the Office of Library and Information on May 14, 2013, School Year 101.

Approved by the 2nd University Affairs Information Committee Meeting on June 13, 2013, School Year 101.

Approved by the 9th Executive Council Meeting on June 19, 2013, 2nd Semester of School Year 102.

I. Objective

The present regulations are established for utilizing the mobility of voice over IP (hereafter known as “VoIP”) phones, enhancing National Sun Yat-sen University’s (NSYSU’s) teaching quality and increase research productivity, reinforcing administrative effectiveness, as well as for providing a quality learning environment.

II. Subjects

NSYSU’s faculty members, students, and all VoIP users as well as relevant personnel must comply with the present regulations.

III. Identity Verification

NSYSU’s faculty members and students must use the university’s SSO accounts and passwords.

IV. VoIP Account Types

- A. Public affairs: Please refer to NSYSU’s yearly extension numbers. Extension numbers are not available for selection. When changes are made to NSYSU’s extension number list, alterations must also be made to accounts.
- B. For students: Applications are available for students; each student may select one account.
- C. Mobile extensions: Applications are available for faculty members only; each person may choose a maximum of five accounts.
- D. Temporary accounts: Applications are available for units in need; temporary accounts are used for supporting campus events or conferences, and temporary accounts will be automatically recycled after the completion of events.

V. VoIP Account Application

- A. Faculty members: Faculty members may choose accounts for public affairs, mobile extensions, or temporary accounts.
- B. NSYSU students: Only student accounts are available for NSYSU’s students.
- C. Applications are reviewed by the Office of Library and Information Services; applicants are then notified with the results.

VI. Changes to VoIP Accounts:

- A. Password changes: Please complete the Application Form for VoIP Account Alterations and submit the application to the Office of Library and Information Services.
- B. Suspending VoIP accounts: Please complete the Application Form for VoIP Account Alterations, and submit the application to the Office of Library and Information

Services. In addition, the system conducts daily comparisons with NSYSU's personnel database and VoIP accounts are automatically suspended following resignations or graduations.

- C. VoIP account transfer: Account transfers are only applicable to public affairs accounts. Please refer to the NSYSU extension list distributed each year. When changing extensions, please complete the Application Form for VoIP Account Alterations, and submit the application to the Office of Library and Information Services.

VII. VoIP Account Expiry Date

- A. Public affairs: Accounts expire on the day of resignation.
- B. Student accounts: Accounts expire on the day of suspension, withdrawal, or graduation.
- C. Mobile extensions: Accounts expire on the day of resignation.
- D. Temporary accounts: The expiry date shall be specified on the application.

VIII. Account Usage Responsibilities

- A. VoIP services are centered on providing a communication channel for academic research and public affairs; commercial purposes are prohibited.
- B. Using VoIP for illegal behaviors is prohibited.
- C. Please comply with laws and regulations on intellectual property rights.
- D. Disrupting or sabotaging software and hardware, such as spreading viruses or hacking systems on the terminal or other terminals on the internet is prohibited.
- E. To maintain service quality, the login ID, usage duration, IP, and subject of communication will be recorded (the Office of Library and Information Services will implement necessary measures to ensure that all actions comply with the Personal Information Protection Act).

IX. Penalties for Violating Accounts

If the following situations occur are evidenced, accounts will be suspended and relevant legal penalties will be applied.

- A. Using VoIP to transmit threatening, obscene, or hostile messages.
- B. Using VoIP for illegal purposes.
- C. Using VoIP for profit-seeking commercial purposes.
- D. Intentionally sabotaging internet equipment or using the equipment in an improper manner.
- E. Violating intellectual property rights.
- F. Using others' accounts without permissions.

After the cause to an account suspension has ceased, users may apply for reinstatement.

- X. The present regulations shall be implemented following approvals of meetings of the University Affairs Information Committee and the Executive Council, as well as the authorization of the president. The same procedure shall be carried out when amendments are to be made.