

明志科技大學

Ming Chi University of Technology

規章編號  
Regulation No.

A273040008

校園伺服器管理辦法  
Regulations Governing Management of  
Campus Servers

制定部門：圖書資訊處  
Regulatory Agency : Office of Library and Information Services  
中華民國 108 年 01 月 22 日修訂  
Revised on Jan.22, 2019

修訂記錄：

**Revision History:**

98.01.15 行政會議制訂

Prepared by the University Administrative Meeting on Jan. 15, 2009

98.03.24 行政會議修訂

Amended by the University Administrative Meeting on Mar. 24, 2009

98.06.16 行政會議修訂

Amended by the University Administrative Meeting on Jun. 16, 2009

98.11.24 行政會議修訂

Amended by the University Administrative Meeting on Nov. 24, 2009

101.12.18 行政會議修訂

Amended by the University Administrative Meeting on Dec. 18, 2012

104.02.10 行政會議修訂

Amended by the University Administrative Meeting on Feb. 10, 2013

106.07.25 行政會議修訂

Amended by the University Administrative Meeting on Jul. 25, 2017

108.01.22 行政會議修訂

Amended by the University Administrative Meeting on Jan. 22, 2019

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## 校園伺服器管理辦法

### Regulations Governing Management of Campus Servers

98年01月15日行政會議制訂

Prepared by the University Administrative Meeting on Jan. 15, 2009

108年01月22日行政會議修訂

Amended by the University Administrative Meeting on Jan. 22, 2019

#### 第一條 目的

依本校「校園網路使用規範」，為建立本校伺服器之使用管理制度，以符合智慧財產權及個人資料保護等相關法令，圖書資訊處(以下簡稱本處)特訂定「校園伺服器管理辦法」(以下簡稱本辦法)。

#### Article 1 Purpose

In order to establish a management system for the use of the University's servers to comply with relevant laws and regulations pertaining to the intellectual property rights and Personal Data Protection, the "Regulations Governing Management of Campus Servers" (hereinafter referred to as the "Regulations") are formulated by the Office of Library and Information Services (hereinafter referred to as the "Office") in accordance with the "Campus Network Usage Regulations" of the University.

#### 第二條 適用對象

本校教學、研究及行政單位對外開放網際網路(Internet)服務之伺服器。電算中心伺服器管理標準依照資訊安全管理系統(ISMS)標準另行規範之。

#### Article 2 Applicable Objects

The teaching, research, and administrative divisions of the University expose Internet service servers to the outside world. The Computer Center Server Management Standards are separately regulated in accordance with the Information Security Management System (ISMS) Standards.

#### 第三條 實施要點

- 一、各單位欲架設伺服器主機，須有專人負責，並進行維運。新設、變更或是取消伺服器，需填寫「校園伺服器架設申請表」(表號：A273040108)，逕向本處網路媒體組申請，經審查核准後始可架設或變更使用。
- 二、各單位應負其單位內所提供伺服器主機網路服務之督導責任。
- 三、伺服器管理者應注意提供服務之內容或資訊的合法性，並且遵守學術網路規範。
- 四、若伺服器提供討論區或留言版功能時，應禁止使用者利

- 用伺服器傳送或發表具威脅性、猥褻性、攻擊性、未經合法授權之商業性資料及文章，管理者應不定期檢查是否有不當資料。
- 五、各種服務系統中所提供之服務，如網頁瀏覽或軟體上下載，內容有爭議者，建議於進入系統之首頁宣告知會使用者。
  - 六、若提供為網頁服務，其管理人須訂定網站之隱私權或資訊安全保護政策，經一級主管簽核後於網站上宣告。
  - 七、單位內提供檔案傳輸之伺服器(如 FTP、Web)，應注意其分享檔案之合法性。若由廠商或版權擁有者所提供之合法分享軟體，應註明提供之廠商或版權擁有者之名稱及相關授權資料。
  - 八、網站若有蒐集個人資料，需於網站隱私權或資訊安全保護政策處說明蒐集、處理、利用與刪除等作業程序，並提供聯絡管道，讓使用者可明確行使其個資權利。退(離)職人員應依照學校與各單位之相關規定及程序，由伺服器管理人員修改其存取伺服器之權利。
  - 九、各伺服器主機負責人必須定期檢視伺服器資訊內容，每學年至少需執行一次，並填寫「校園伺服器自主檢查表」(表號：A273040208)，且將檢查表送至本處備查。若未提供查核資料者，則將停止該伺服器所申請之服務，並且取消網域名稱。
  - 十、為落實管理，本處得不定期辦理稽核，如填寫之檢查表有執行不實，或實際營運與申請有所差異，得開立資安事件單(ISMS 表單)要求申請人(單位)改善，如未改善，則將停止該伺服器所申請之服務，並且取消網域名稱。
  - 十一、本處網路媒體組每年辦理系統弱點掃描作業，各單位系統若有安全疑慮可向網路媒體組申請檢測，並配合後續改善作業。
  - 十二、違反本校校園網路使用規範者(包含教育部所檢舉之疑似違反智慧財產權信件)、干擾網路正常運作之伺服器(如釣魚行為、對外攻擊、濫發垃圾信件等)，本處可依情節狀況停止該伺服器之網路連線權利。
  - 十三、各單位之伺服器因管理不當，而違反本辦法者，依本校校園網路使用規範處理。

### Article 3 Implementation Directions

1. If each division intends to set up a server host, it needs a

dedicated person responsible for its operation. To create, change or cancel a server, an applicant needs to fill out the “Campus Server Installation Application Form” (Form No. A073040108) and apply directly to the Division of Network Management, Office of Library and Information Services. Only after a review and approval can the server be set up or changed for use.

2. Each division shall be responsible for the supervision of the server host network services provided internally.
3. Server administrators shall pay attention to the legality of the content or information provided by the service and shall comply with the Academic Network Usage Regulations.
4. If the server provides discussion forums or message board functions, users should be prohibited from using the server to send or publish threatening, obscene, offensive, commercial materials and articles without legal authorization. The administrator shall periodically check whether there is any inappropriate information.
5. If the content of the services provided in various service systems, such as web browsing or the software downloading is controversial, it is recommended to inform users on the homepage of the system.
6. If a web service is provided, the administrator shall formulate the privacy or data security policy of the website and publish it on the website after being approved by the first-level supervisor.
7. Servers within the organization that provide file transmission (such as FTP, Web) should pay attention to the legality of the files they share. The legal sharing software provided by a manufacturer or copyright owner should be indicated the name of the manufacturer or copyright owner and relevant authorization information.
8. If a website collects personal data, it shall describe the collection, processing, use and deletion procedures in the website privacy or data security policy, and shall provide a contact channel for users to clearly exercise their personal data rights. Retired (resigned) personnel should have their access rights to the server modified by the server administrator in accordance with the relevant regulations and procedures of the school and each division.
9. The person in charge of each server host shall check the server data regularly, at least once per academic year, fill out

the “Campus Server Self-Checklist” (Form No. A073040208), as well as sending the checklist to this Office for reference. If the verification information is not provided, the service applied for by the server shall be ceased and the domain name shall be cancelled.

10. In order to materialize management, this Office may conduct inspections from time to time. If the completed checklist is not implemented accurately, or the actual operation is not consistent with the application, an Information Security Management System (ISMS) Form may be issued to request the applicant (division) to improve it. If it is not improved, the service applied for by the server will be ceased and the domain name will be cancelled.
11. The Division of Network Management of this Office conducts system vulnerability scanning every year. If a division’s system has security concerns, it may apply to the Division of Network Management for testing and shall cooperate with subsequent improvement operations.
12. The person who violates the University’s Campus Network Usage Regulations (including emails reported by the Ministry of Education as suspected of violating intellectual property rights), servers that interfere with the normal operation of the network (such as phishing, external attacks, and spams), this Office may suspend the server’s network connection rights based on circumstances.
13. Any violation of the Regulations due to improper management of the servers of each division shall be dealt with in accordance with the University’s Campus Network Usage Regulations.

#### 第四條 附則

本辦法未盡事宜應依本校相關規定辦理。

#### Article 4 Supplementary Provisions

Matters not covered in the Regulations shall be handled in accordance with the relevant regulations of the University.

#### 第五條 實施與修訂

本辦法經行政會議通過，陳請校長核定後公布實施，修訂時亦同。

#### Article 5 Implementation and Amendment

The Directions shall be passed by the University Administrative Meeting and will be enacted and become effective after the approval of the principal. The same shall apply to any

amendments to the Procedures.

**校園伺服器架設申請表**  
**Campus Server Installation Application Form**

年 月 日

Date:

伺服器負責人 Server Manager		單位 Division	
負責人電子郵件 Manager's Email		分機號碼 Extension No.	
IP Address			
服務內容 Service Content	新設服務： <input type="checkbox"/> DNS 申請 <input type="checkbox"/> Web、 <input type="checkbox"/> FTP、 <input type="checkbox"/> Email、 <input type="checkbox"/> 其它_____。 <input type="checkbox"/> 取消(或變更)服務，說明_____。 <input type="checkbox"/> 變更申請內容，說明_____。 New Services: <input type="checkbox"/> DNS Request <input type="checkbox"/> Web、 <input type="checkbox"/> FTP、 <input type="checkbox"/> Email、 <input type="checkbox"/> Other_____。 <input type="checkbox"/> Cancel (or change) service, please specify _____。 <input type="checkbox"/> Change application content, please specify _____。		
申請開放必要連接埠(Port) Apply for opening necessary Port	TCP : _____ UDP : _____		
網域(DNS)名稱註冊 Domain (DNS) name registration	<input type="checkbox"/> 是，請填寫網域(DNS)名稱(Yes, please fill in the domain (DNS) nam): _____ <input type="checkbox"/> 否(No)		
申請用途說明 Description of application purpose			
服務對象 Service Objects	<input type="checkbox"/> 無限制(任何人均可存取) <input type="checkbox"/> 校內外 <input type="checkbox"/> 校外 <input type="checkbox"/> 校內(限制特定 IP 或網段可存取) <input type="checkbox"/> Unlimited (everyone can access) <input type="checkbox"/> On and off campus <input type="checkbox"/> Off campus <input type="checkbox"/> On campus (limited access to specific IP or network segments)		
作業系統 (含版本) Operating System (Including version)	<input type="checkbox"/> Windows(請註明 Windows 系統版本)_____。 <input type="checkbox"/> Linux(請註明 Linux 系統版本)_____。 <input type="checkbox"/> 其它(如為獨立 NAS 系統，請註明廠牌)_____。 <input type="checkbox"/> Windows (please indicate Windows system version) <input type="checkbox"/> Linux (please indicate Linux system version) <input type="checkbox"/> Others (in case of an independent NAS system, please indicate the brand)		
設置地點 Installation Location	_____館(大樓)_____實驗室(教室、辦公室) _____Hall (building) _____Laboratory (Classroom, Office)		
建議安全 防護事項 (有執行請勾選) Recommended Safety Precautions (Please check if executed)	<input type="checkbox"/> 防毒軟體(Anti-Virus)：_____。 <input type="checkbox"/> 防火牆(Firewall)：_____。 <input type="checkbox"/> 關閉非必要服務或連接埠(Close unnecessary services or ports)：_____。 <input type="checkbox"/> 其它(Others)：_____。		
1. 本表填妥後，請送回圖資處網路媒體組。審核結果將以 email 通知伺服器負責人。 2. 伺服器更換負責人，原負責人須通知圖資處網路媒體組備查。 3. 伺服器負責人須遵循「校園伺服器管理辦法」與「校園網路使用規範」。 1. After completing this form, please return it to the Division of Network Management, Office of Library and Information Services. The review results will be notified to the server manager by email. 2. In case of any server manager replacement, the original manager shall notify the Division of Network Management, Office of Library and Information Services for future reference. 3. The server manager shall comply with the "Regulations Governing Management of Campus Servers" and "Campus Network Usage Regulations".			
單位主管簽章 Division supervisor's signature		申請人簽章 Applicant's signature	
<b>審核結果</b>			
<input type="checkbox"/> 同意：_____。 <input type="checkbox"/> 不同意：_____。 <input type="checkbox"/> Agree: _____。 <input type="checkbox"/> Disagree: _____。			
網路組長 Chief of Division of Network Management		承辦人 Undertaker	

※本表一式一份：申請者→單位主管→網路組承辦→網路組組長→通知申請者→表單歸檔  
表號：A273040108

※ This form is made in one copy: Applicant → Division Supervisor → Undertaker of the Division of Network Management → Chief of the Division of Network Management → Notify the Applicant → Archive the Form  
Form No. A273040108

## 校園伺服器自主檢查表 Campus Server Self-Checklist

單位 Division		檢查日期 (每學年不得少於一次) Inspection date (No less than Once per academic year)	
主機 IP Host IP		主機名稱 Hostname	
作業系統 Operating System			
執行之服務 Execution Services	<input type="checkbox"/> Web、 <input type="checkbox"/> FTP、 <input type="checkbox"/> Email、 <input type="checkbox"/> 其它_____		
檢查內容 Inspection content			
項次 Item No.	項目 Item	檢查結果 Test Result	
1	網站內容應符合本辦法所述事項，不可含有侵犯他人智慧財產權之內容(檔案)，及猥褻性、攻擊性及商業用途或行為之內容 Website content should comply with the matters stated herein and should not contain content (files) that infringes upon the intellectual property rights of others, as well as content that is obscene, offensive, or for commercial purposes or behaviors.	<input type="checkbox"/> 符合 <input type="checkbox"/> Conformed	
2	如伺服器為 Web 服務，應制定網站之隱私權或資訊安全保護政策 (可參考本校首頁網站隱私權及資安政策) If the server pertains to a web service, a privacy or data security policy for the website should be formulated (Please refer to the privacy and data security policy of this homepage website)	<input type="checkbox"/> 符合 <input type="checkbox"/> Conformed	
3	網站如涉及個人資料，應定期檢視網站有無違反個資法之內容 (如對個資有疑慮，請與本處聯繫) If the website involves personal data, such website should be checked regularly whether the content violates the Personal Data Protection Act. (In case of any concerns about personal data, please contact this Office)	<input type="checkbox"/> 符合 <input type="checkbox"/> Conformed	
4	系統如安裝防毒軟體，則應定期更新及進行系統掃描 (Windows 作業系統建議安裝防毒軟體) If anti-virus software is installed on the system, it should be updated regularly, and system scans should be performed. (It is recommended to install anti-virus software for Windows operating systems)	<input type="checkbox"/> 符合 <input type="checkbox"/> Conformed	
5	系統管理員應依照系統狀況，定期更新系統或應用程式 (避免因漏洞而被入侵) System administrators shall regularly update the system or applications according to the system status (Avoid being hacked due to vulnerabilities)	<input type="checkbox"/> 符合 <input type="checkbox"/> Conformed	
6	系統應啟用防火牆功能，並依照運作需求設定存取政策 (Windows 內建防火牆功能 / Linux iptables 等) System administrators should change system passwords regularly and the passwords should be fairly complicated. (It is recommended that at least once a year, the password should be more than 12 digits and contain a mix of uppercase and lowercase English, numbers and special symbols)	<input type="checkbox"/> 符合 <input type="checkbox"/> Conformed	
7	系統管理員應定期更換系統密碼，密碼應具相當複雜度 (建議每年至少一次，密碼應 12 碼以上，並包含大小寫英文、數字及特殊符號混搭) System administrators should change system passwords regularly and the passwords should be fairly complicated. (It is recommended that at least once a year, the password should be more than 12 digits and contain a mix of uppercase and lowercase English, numbers and special symbols)	<input type="checkbox"/> 符合 <input type="checkbox"/> Conformed	
8	應設定網路自動校時或定期更新系統時間 (建議設定同步本校 NTP Server：210.240.232.26) The network should be set to automatically adjust the time or update the system time regularly (It is recommended to set up the NTP server to synchronize with the University: 210.240.232.26)	<input type="checkbox"/> 符合 <input type="checkbox"/> Conformed	
補充說明：_____			
Additional Instructions:			
單位主管簽章 Division supervisor's signature		伺服器負責人簽章 Server Manager's signature	

※本表一式一份：伺服器負責人→單位主管→網路媒體組→表單歸檔  
表號：A273040208

※This form is made in one copy: Server Manager → Division supervisor → Division of Network Management → Archive the Form  
Form No. A273040208