

明志科技大學

MING CHI UNIVERSITY OF TECHNOLOGY

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學生宿舍學術網路使用及管理辦法

Guidelines for Student Dormitory Academic Network Use and Management

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Guidelines for Student Dormitory Academic Network Use and Management

92 年 12 月 16 日計算機與網路諮詢委員會編訂

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第一條 辦法目的

為有效管理學生宿舍網路，並提供網路使用者可資遵循之準則，依據本校「校園網路使用規範」訂定「學生宿舍學術網路使用及管理辦法」（以下簡稱本辦法）。

Article 1 Purpose of Guidelines

To effectively manage the student dormitory network and provide network users with guidelines for compliance therewith, the “Guidelines for Student Dormitory Academic Network Use and Management” (hereinafter referred to as the “Guidelines”) are formulated in accordance with the University’s “Campus Network User Directions”.

第二條 宿網維護組織成員

宿舍中之電訊網路以及網路上之資訊服務，除由校內權責單位負責維護管理之外，得由圖資處網路組組成「學生宿舍網路維護小組」，以下簡稱宿網維護小組，負責維護等工作。

Article 2 Members of Dormitory Network Maintenance Organization

For the telecommunications network in the dormitory and the information services on the Internet, aside from the school’s competent agency being in charge of the maintenance and management, the Networking Division of the Office of Library and Information Services may form a “Dormitory Network Maintenance Team” to be responsible for maintenance, etc., hereinafter referred to as the dormitory maintenance team.

第三條 宿網申請資格

住宿於校內學生宿舍者皆有資格申請。

Article 3 Application Eligibility for Dormitory Network

Those who live in on-campus student dormitories are eligible to apply for the dormitory network.

第四條 使用規範

- 一、學生宿舍網路對外連接台灣學術網路，凡使用宿舍網路均需遵守本校「校園網路使用規範」，以及「臺灣學術網路使用規範」。
- 二、禁止使用非申請分配之 IP Address 上線，所申請之 IP Address 只限申請人之電腦使用，切勿重覆使用，以免造成無法連線現象。
- 三、學生需自備電腦設備、網路卡（RJ-45 介面）與一條無遮式雙絞線（UTP）。學生自備之網路卡及網路線，須符合規定，若發現因學生之網路卡或網路線不合規定而影響網路品質時，學生必須更換良品以改善之。
- 四、每床位限制一筆網路卡位址(MAC Address)與一筆 IP 位址存取，如有多項裝置連線需求，學生需自備路由器(IP 分享器)來共享網路，其中廣域埠(WAN Port)連接座位上之資訊插座，區域埠(LAN Port)連接個人電腦與裝置。
- 五、禁止自行維修宿舍網路公用設施、破壞網路設備、干擾網路運作與訊號傳輸，影響本校網路正常運作事宜。

Article 4 Guidelines for Use

1. The student dormitory network is externally connected to the Taiwan Academic Network. Anyone using the dormitory network shall abide by the school's "Campus Network User Directions" and "Taiwan Academic Network Management and Norms".
2. It is forbidden to use the IP Address that is not allocated by the application to go online. The IP Address applied for is only used by the applicant's computer. Do not use it repeatedly, thereby avoiding a connection failure.
3. Students need to use their own computer equipment, network card (RJ-45 Interface) and an unshielded twisted pair (UTP). The network card and network cable provided by the student shall meet the regulations. If it is found that the network quality is affected by the student's network card or network cable not complying with the regulations, the student must replace the existing card/cable with a good product to improve the network quality
4. A bed is limited to one Media Access Control Address (MAC Address) and one IP address of access. Students need to use their own routers (Broadband Router) to share the network in the event of multiple device connection requirements, among which the Wide Area Network Port (WAN Port) is connected to the seat plug socket, and the Local Area Network Port (LAN Port) is connected to personal computers and devices.

5. It is forbidden to repair the public facilities of the dormitory network by yourself, damage the network equipment, interfere with the network operation, signal transmission, and affect the normal operation of the school network.

第五條 故障維修

本校由宿網維護小組，負責維修校方賦予之維護責任區域(即網路機房至寢室內牆上之網路連接埠為止)，提供下列之網路維護工作。

- 一、檢修網路通訊設備。
- 二、保持網路線路之通暢。
- 三、提供使用者電腦網路諮詢服務。
- 四、宿網維護小組有權查驗使用者之 MAC address。
- 五、宿網維護小組必要時經網路組組長同意後，可進行異常主機之網路封包監聽，以及將某段網路或主機採取離線措施，以保持網路線路暢通。
- 六、使用者所自備的網路連接線及電腦設備，應自行負責維修。使用者於進住宿舍時，發現接頭損壞應通知宿舍管理員或線上自行報修，由維護人員處理。凡無法正常連線時，使用者必須先自我檢查電腦之設定是否正確，再通知宿舍管理員或線上自行報修，由維護人員處理。
- 七、宿網維護小組不提供網路遊戲之相關維修或諮詢服務。

Article 5 Breakdown Maintenance

The school's Dormitory Network Maintenance Team is responsible for the area of responsibility assigned by the school (from the Network Server Room to the protocol port in the dormitory wall), which provides the following network maintenance work:

1. Examine and repair network communication equipment.
2. Keep the network lines unobstructed.
3. Provide users with networking and computer consulting services.
4. Dormitory Network Maintenance Team has the right to check the user's MAC address.
5. When necessary, with the approval of the Networking Division head, the Dormitory Network Maintenance Team may conduct a packet sniffing in networking of the abnormal host or perform offline measures for a certain network or host to keep the network unblocked.
6. The user shall be responsible for the maintenance of the network connection cable and computer equipment of his own. If users find that the connector is damaged when moving into the dormitory,

they should notify the dormitory supervisor or apply online for repair, and the maintenance personnel shall handle it. If the connection is not working normally, the user shall first check whether the settings of the computer are correct, and then notify the dormitory supervisor or apply online for repair, and the maintenance personnel shall handle it.

7. Dormitory Network Maintenance Team does not provide related maintenance or consulting services for online games.

第六條 宿舍網路頻寬管理

- 一、學生宿舍每個 IP 每天可存取（包含上、下傳）之總流量為 8GB，所有學生宿舍對外網路傳輸服務均列入計算(含使用學校代理伺服器服務)，超過總流量上限時將採取限速措施。
- 二、列入計算範圍：學生宿舍一對校外、學生宿舍一對教學行政區域及教職員宿舍的傳輸。不列入計算範圍：學生宿舍區域網路互傳之流量均不列入計算。
- 三、當日 IP 超過此總量限制者，該 IP 之傳輸速率會被限制為上傳 256Kbps，下載為 512Kbps。
- 四、流量計算時間：每日清晨所有統計流量均歸零，並且重新計算。

Article 6 Dormitory Network Bandwidth Management

1. The total traffic (including upload and download) that can be accessed per IP of the student dormitory is 8 GB per day. All network transmission from any external network of the student dormitory is included in the calculation (including the use of the school proxy server service), and the speed limit measures shall be taken when the traffic exceeds the total traffic limit.

2. Scope Included in the Calculation: transmission from student dormitory to off-campus space, and transmission from student dormitory to teaching / administrative areas and faculty dormitories. Scope Excluded from the Calculation: the traffic of the student dormitory interpenetrating network is not included in the calculation.

3. If the IP exceeds the total limit on the day, the transmission rate of the IP will be limited to 256 Kbps for upload and 512 Kbps for download.

4. Time of Traffic Calculating: all statistical flow is reset to zero every morning and recalculate the traffic.

第七條 宿舍網路管制

- 一、學務處基於學生作息管理之需求，可設定學生宿舍網路管

- 制措施，限制學生宿舍網路使用時間，或是管制特定網路應用服務(如線上遊戲)。
- 二、學生如有特殊需求需變更網路使用時間，得依照學務處相關規範填寫「明志科技大學學生報告表」提出申請。
 - 三、學務處所訂之學生宿舍網路管制措施，需於學期初，或是異動時告知宿網維護小組，並且予以公告，讓住宿學生有所遵循。
 - 四、學務處得依據電算中心設計之管理系統，關閉無學生住宿之床位連接埠、設定各床位網路連接埠關閉與啟用時間。
 - 五、宿網維護小組得依設備之能力，及不影響網路正常運作下，盡量配合學生宿舍網路管制措施。

Article 7 Dormitory Network Control

1. The Office of Student Affairs may set up Network Control Measures for Student Dormitories to limit the time of usage of the student dormitory network, or control specific network application services (such as online games) based on the needs of students' Work Rest System.
2. If students need to change the time of network use because of special needs, they can fill in the "Ming Chi University of Technology Special Request Form" to apply for the change in accordance with the relevant regulations of the Office of Student Affairs.
3. The Network Control Measures for Student Dormitories set by the Office of Student Affairs shall be notified to the Dormitory Network Maintenance Team at the beginning of the semester or when there is a change, and an announcement shall be made for the dormitory students to abide by.
4. The Office of Student Affairs may close the protocol ports of the beds without student accommodation and set the closing and activation time of the protocol ports of each bed in accordance with the management system designed by the Computer Center.
5. The Dormitory Network Maintenance Team may try its best to cooperate with the Network Control Measures for Student Dormitories based upon the capabilities of the equipment without affecting the normal operation of the network.

第八條 罰則與限制

- 一、凡本校宿舍網路使用者均須遵守本辦法之各項規定，若違反本辦法之規定經查屬實者，得取消該使用者網路使用權，情節重大者，依校規懲處。
- 二、教育部、司法單位或學術網路通報之資安、侵權事件，

宿網維護小組得逕行來源網路存取管制，而事件來源 IP 之使用者則須配合事件調查與通報。

- 三、電腦感染惡意程式對外攻擊，或有重大網路或系統危害疑慮者，經偵測查證屬實，將立即被限制網路連線，並將相關資訊公告於網站，直到完成改善並繳交「預防矯正報告書」(表號：A073020109)，經宿網維護小組確認才予與解除限制。
- 四、學生宿舍發生之疑似侵權事件，依循本校「[校園網路智慧財產權疑似侵權處理程序](#)」處理。

Article 8 Penalties and Restrictions

1. All network users of the school dormitory shall abide by the regulations of the Guidelines herein. In the event of violations verified to be true, the user's right to use the network may be revoked. If the circumstances are serious, punishment shall be given in accordance with the school rules and regulations.
2. For information security and infringement incidents reported by the Ministry of Education, judicial organs or academic networks, the Dormitory Network Maintenance Team may directly control access to the source network, and the users of the source IP of the incident shall cooperate with the incident investigation and circulating reports.
3. If the computer is infected with malware of external cyberattacks, or there is a major network or system damage suspicion, the network connection will be immediately restricted after detection and verification, and relevant information shall be announced on the website until the improvement is completed and a "Report of Prevention and Correction" shall be submitted (Form No.: A073020209). The restriction will be lifted after being confirmed by the Dormitory Network Maintenance Team.
4. Suspected infringement incidents in student dormitories shall be settled in accordance with the school's "[Procedures for Handling Suspected Infringement of Intellectual Property Rights in Campus Network](#)".

第九條 實施與修訂

本辦法經行政會議通過，陳請校長核定後公佈實施，修訂時亦同。

Article 9 Implementation and Amendment

The Guidelines shall be passed by the Executive Council and will be enacted and become effective after the approval of the principal. The same shall apply to any amendments to the Procedures.

矯正預防報告書

填寫人		填寫日期	
身分別	<input type="checkbox"/> 教職員 <input type="checkbox"/> 學生	工號(學號)	
申請重新開放之 IP			
事實描述			
矯正/預防措施			
單位主管 (導師/指導老師)		填寫人簽名	
電算中心審核	<input type="checkbox"/> 核准 列管編號：_____ <input type="checkbox"/> 不核准審核說明：		
審核人員		經辦	

表號：A073020109

Report of Prevention and Correction

Person of Form Filling		Date of Form Filling	
Status	<input type="checkbox"/> School Staff <input type="checkbox"/> Student	Employee Id Number (Student ID Number)	
IP of Re-application			
Fact Description			
Corrective Action / Preventive Action			
Division Supervisor (Mentor /Advisor)		Signature of Person of Form Filling	
Reviewed by Computer Center	<input type="checkbox"/> Approved Registration & Monitoring Number : _____ <input type="checkbox"/> Rejected. Reason:		
Reviewer		Handling Personnel	

Form Number: A073020209