NTU Rules for MyNTUemail Retention Service User Accounts (Alumni & Former Staff)

1. At all times the Nanyang Technological University (NTU) reserves the right to review, suspend or terminate any account.

2. The computer facilities provided to user account holders by NTU shall include software and computing domains under the control of NTU including the provision of computing facilities to remote users.

3. Any act prohibited by the rules will be grounds for suspension and or termination of the user accounts. Such action will not exclude any action taken by the proper authorities in the prosecution of any breaches of the laws of Singapore.

4. The following acts are PROHIBITED on the computer facilities:
   
   a) Anything that might be considered illegal. NTU facilities may not be used to encourage any act that will be an offence under the laws of Singapore.

   b) Accessing, storage or downloading from any source or displaying, creating or transmitting in any form and language, of any obscene, distasteful, vulgar or sexually suggestive electronic pictures or graphics prohibited by the laws of Singapore.

   c) Any use of obscene, distasteful, derogatory, vulgar or sexually suggestive or discriminatory language.

   d) The provision of on-line service disseminating information regarding politics and religion without the proper licences from the Media Development Authority AND the written approval of the Chief Information Officer, NTU.

   e) Permitting other persons to use the user account or the computing facilities, whether that other person is a registered or unregistered user.

   f) Unauthorised access, copying, destroying or deleting and altering or amending of data or software programs.

   g) The introduction of 'virus' or 'worm' or any software program designed to alter any data or software in the computing facilities.

   h) The tapping of the computer facilities or its network without the written permission from the Chief Information Officer, NTU.

   i) Copying, storage, transmission and use of unlicensed copyrighted software or materials.

   j) The transmission, display or broadcasting of electronic messages or the use the computer facilities in any manner:
      
      i. to denigrate, satirise, degrade or defame any person, family, organisation, nation, race or religious group;

      ii. to affect or prevent any registered users’ use of the computer facilities;

      iii. for commercial (as in carrying on a business), political or religious purposes, without obtaining prior written permission from the Chief Information Officer, NTU.
iv. for or on behalf of any person, party, organisation or principal without obtaining prior written authorisation from the person, party, organisation or principal AND the written permission from the Chief Information Officer, NTU.

5. The user shall be personally liable for the maintenance of the user account to prevent the occurrence of any of the above mentioned events.

6. NTU reserves the right to access files, review or investigate any user account for the purposes of compliance with the Media Development Authority Act, and the Internet Code of Practice. NTU may disclose to the proper authorities the findings of any breaches of the Media Development Authority Act and the Computer Misuse Act. Users are reminded that any violation of the Computer Misuse Act, Cap 50A, will be liable to a fine up to $50,000 or to imprisonment of up to 10 years or both.

7. The receipt of any transmission or electronic message of a kind that is prohibited must be reported immediately to the hotline of the Centre for IT Services (Phone: 67905228, Fax: 67910688, Email: servicedesk@ntu.edu.sg). Any failure to do so may result in the recipient being construed as a party to the prohibited act and may suffer the sanctions mentioned in paragraphs 3 and 6 above.

8. Computer Account Password
   a) You are required to keep your computer account and password confidential at all times. Should you suspect that another person is using your account, you should change your password and report this to the Centre for IT Services immediately.
   b) For security reason, you are advised to change your account password regularly. The password you select must consist of alphabets or digits and at least 8 characters long. Make sure you select a new password that you can remember and yet not so easy to be guessed by others. This measure will help to prevent others from breaking into your computer account.

Dated 13 May 2013