

**The University of Hong Kong**  
**Information Technology Services (ITS)**

**Terms and Conditions Governing the Use of Departmental Web Server**

Departments applying for the use of a departmental web server for hosting websites or application programs under .hku.hk/SSH, SCP or SFTP server (hereinafter “the System”) must abide by the following terms and conditions:

1. The use of the System must comply with the University’s Statement of Ethics on Computer Use (at <http://www.its.hku.hk/about/policies/ethics>);
2. The use of the System is only for supporting the University’s teaching, learning, research and administrative activities;
3. Departments have to make sure that all data, including personal information, that is processed by or submitted through the System will be protected and treated strictly confidential;
4. Departments are responsible for protecting and guaranteeing the integrity of the System and data stored under the System to make sure that no personal information will be disclosed, intentionally or unintentionally, to any unauthorized party(s) or person(s);
5. Departments will bear all responsibilities as a result of the unauthorized disclosure, either intentionally or unintentionally, of personal information which is caused, directly or indirectly, by the System;
6. Departments will be responsible for damage of any kind to the University’s servers incurred as a result of the failure of the System;
7. Departments have to make sure that the System will not interfere, disrupt or impair the performance, reliability and efficiency of the University’s servers;
8. ITS reserves the right to perform system checking at appropriate time and terminate any services hosting on the web server should there be reports of hacking activities;
9. Departments using our server facility to host SSH/SCP/SFTP server must enforce the following security measures if SSH/SCP/SFTP network protocol is opened to the internet.
  - A mandatory change of account password on a regular basis of every 180 days; and
  - Account password must be of eight characters with at least one letter (a-z, A-Z) and one digit (0-9).
10. Departments engaging a third party to build and/or maintain the System are required to ask the third party to sign an agreement stipulating the terms and conditions of system development to protect the University’s interest. Please contact ITS at [ithelp@hku.hk](mailto:ithelp@hku.hk) to get a copy of the agreement.

February 2010

1<sup>st</sup> revision: January 2011

2<sup>nd</sup> revision: April 2015

3<sup>rd</sup> revision: December 2015