

# **RULES OF OPERATION OF ELECTRONIC MAIL IN THE INSTITUTE OF BIOPHYSICS OF THE CAS, V.V.I.**

## **Article 1**

### **General Provisions**

1. Electronic mail serves to exchange short messages and documents in the form of electronic letters.
2. Access to electronic mail is granted to users of the computer network of the Biophysical Institute of the CAS, v.v.i. (hereinafter referred to as IBP) under the conditions set forth in the Rules of Operation of the Computer Network of the IBP and in the Rules of Administration of the Computer Network of the IBP. These e-mail operation rules define the technical conditions under which the service is provided.
3. The designated administrator is responsible for the operation of electronic mail according to the rules of the Rules of Administration of the Computer Network of the IBP. For e-mail administration purposes, the administrator uses the e-mail address [supervisor@ibp.cz](mailto:supervisor@ibp.cz).
4. To transport electronic mail, SMTP protocol is used exclusively. To access e-mail, it is recommended to use IMAP4, POP3 or Web/https. Specifications thereof are publicly available in the form of RFC documents (see, for example, <http://www.rfc-editor.org>).
5. Electronic mail transport is provided only by official mail servers of the IBP computer network. Electronic mail transport via non-official servers may be blocked. The official mail server is mail.ibp.cz (195.178.68.1) and mail6.ibp.cz (2001:67c:1222::c3b2:4401).
6. Users must send electronic mail so to be routed through an official transport server. Sending electronic mail over other servers may be blocked.
7. Electronic mail is a service that requires a user identity under Article 2, para. 4 of the Rules of Operation of the Computer Network of the IBP. The responsible administrator is responsible for assigning user names and access to the service. Anonymous access to the electronic mail is prohibited. Sending letters with fake identity is seen as a serious violation of the Rules of Operation of the Computer Network of the IBP.
8. The points below specify requirements for software through which the electronic mail service is provided. Substandard programs can only be used in justified cases (testing, emergency use, etc.).

## **Article 2**

### **Electronic Mail Address Format**

1. IBP uses the "ibp.com" 2nd-level Internet domain for electronic mail and has an address space of 195.178.68.0 to 195.178.69.255 and 147.231.203.0 to 147.231.203.255.
2. New domains of the 2nd and 3rd levels can only be set up for objective reasons. They can be set up by the Information Technology Centre (CIT) at [supervisor@ibp.cz](mailto:supervisor@ibp.cz).
3. Each user of the IBP network is assigned an electronic mail address. Using a different address as the sender's address is a violation of the Rules of Operation of the Computer Network of the IBP and such mail may not be delivered. Administrator is responsible for assigning the addresses.

## **Article 3**

### **Letter Format**

1. Electronic mail must be able to transport Czech and English written letters and file attachments of limited length between the sender and the recipient within the IBP network.
2. The character set used must correspond to established ISO standards (ISO-8859-1 for Western European languages, ISO-8859-2 for Central European languages, UTF-8, etc.).
3. When communicating outside IBP, potential limitations of the other party (message limit, language restrictions, etc.) must be respected.
4. Short messages are recommended to be sent in plain text without attachments.
5. Mail attachments should be coded in the MIME format (see RFC2045). Sending attachments in a different encoding (such as UUENCODE) is not recommended. Names of attached files should be selected to contain only alphanumeric characters in the English alphabet (az, 09), underscore (\_), period (.), or minus (-) symbols.
6. The maximum size of mail, including encrypted attachments, the transport of which must be guaranteed throughout the whole journey of the mail within the IBP, is 13 MB. For transport of larger files, it is recommended to use other services (File Store - Intranet IBP, <https://filesender.cesnet.cz/>, etc.).

## **Article 4**

### **Access to Electronic Mail**

1. To access electronic mail on official IBP servers, POP3, IMAP4, SSH (mutt, pine) and Web/https are preferred.
2. The administrator specifies how to access electronic mail (POP3/IMAP4, Web, Terminal Access, etc.) and informs the user about these.

## **Article 5**

### **Management of Electronic Mail Servers**

1. Official IBP mail servers must meet the following requirements:
  - a. they must have protection against mail transport for a third party,
  - b. they must be able to block mail reception and transport for listed addresses (domains),
  - c. they must keep a record of received and transported letters for a period of 3 months,
  - d. their time must be synchronized with the time of the IBP network,
  - e. if users mailboxes are stored on the same server, they must have a regular backup of user data.
2. In addition to common reasons, such as the absence of a recipient address, the mail server may refuse to accept mail if:
  - a. it contains viruses or similar data, transmission of which is in violation of the IBP security policy,
  - b. it contains an address from the list of addresses blocked because of propagation of unsolicited (spam) mailings,
  - c. it comes from a computer that is not properly registered in DNS,
  - d. it exceeds the agreed size,
  - e. the recipient has exceeded the limit set for his/her mailbox.
3. The record of received, delivered or transported letters must contain at least the following information:
  - a. date and time,
  - b. the address of the computer from which the mail was sent,
  - c. addresses of the sender and recipient of the letter,
  - d. message ID,

- e. message size
- f. the success of the transaction.

## **Article 6**

### **Final Provisions**

These rules become effective on the date of signature. The rules of the operation of electronic mail of 3 December 2003 cease to be effective on the same day.

In Brno on 13. 8. 2015

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