

Acceptable Use Policy

Tulane University provides computing resources to faculty, staff, students and affiliates for academic and administrative use in support of the mission of the University to create, communicate and conserve knowledge.

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1. Purpose

Tulane University provides computing resources to faculty, staff, students and affiliates for academic and administrative use in support of the mission of the University to create, communicate and conserve knowledge. The University strives to provide a robust, resilient and reliable information technology infrastructure to enable excellence in scholarship and education through the effective and innovative use of computers and information technology. Because computing and network resources are shared and limited, individuals should use the systems responsibly in pursuit of academic and administrative functions, and in doing so, are not to infringe on the rights, integrity or privacy of others or their data. In using the computing systems and network, individuals and groups must abide by standards of lawful and ethical behavior.

2. Agreement

By using Tulane's computing, networking and communications infrastructure, each person agrees that information they post on or distribute through the systems or network contains: no obscene or indecent material; no advertising material or promotional material for products or services; no material which constitutes libel, slander or invasion of privacy or publicity rights; no violation of copyrights or trademarks; no incitement to riot or violence; no violation of University policies and regulations; and no violation of federal, state or local law.

Each person also consents to the following:

Respect for system security.

It is your responsibility to protect the integrity and security of the data in your account and observe all network security practices as required by the University. You, and you alone, accept responsibility for all matters pertaining to the proper use of your account; this includes choosing safe passwords and ensuring that file protections are set correctly.

You agree not to give away your userid and password, for any reason, or under any circumstance.

You agree not to use someone else's account, either with or without permission.

Responsible use of computing and networking.

You agree not to obstruct any others' work by using unnecessarily large amounts of network resources (such as bandwidth and storage space) or deliberately act in a manner that will cause harm to the network.

You agree not to send spam, chain letters, or other mass unsolicited mailings.

You agree not to advertise or conduct non-University business using university resources unless approved by an authorized University official.

Respect for copyright.

Unauthorized distribution of copyrighted material is a violation of federal law. In accordance with the Digital Millennium Copyright Act, the University, once notified of alleged copyright violations, will disconnect from the network the server or computer of the individual(s) involved. The individual who is distributing the copyrighted materials is responsible for any copyright infringement.

Respectful Communication.

You agree to communicate only in ways that are kind and respectful. You agree to not intentionally access, transmit, copy, or create material that violates applicable laws or the University's code of conduct (such as messages that are pornographic, threatening, rude, discriminatory, or meant to harass).

Respect for Tulane's computing systems and network administration.

You agree to use the systems and network in a way which promotes Tulane's academic mission. Accordingly, you acknowledge and consent that, when it is necessary to perform systems administration, or, in order to protect Tulane's legal interests, network administrators may access your files and data on the Tulane computing systems and network. In addition, you consent to monitoring and review of your user id, user activity, files and data on the Tulane systems and network, as well as Tulane's right to "freeze" or remove access to any files or data which Tulane reasonably believes violates User Obligations.

3. Specific Prohibited Actions

You are given access to Tulane University's computing systems and network because they are tools to help you meet your academic and administrative goals. This access, however, is a privilege, not a right. The University reserves the right to withdraw any and all privileges in the event of a violation of this policy. Specific prohibited activities and behaviors are defined in but are not limited to the Guidelines for Acceptable Use document.

4. Penalty for Violation

Violations of this policy by students shall be treated as violations of the Code of Student Conduct and will be referred to the Office of the Vice President for Student Affairs for handling. Faculty and staff members who violate this policy will be subject to University disciplinary action. Tulane reserves the right to withhold computing privileges from those who do not abide by the letter or intent of this policy document. In addition, any person who violates this policy or the guidelines for interpreting this policy may also be subject to sanctions up to and including expulsion or termination.

5. Approval for Exceptions

In the very rare instances where this policy interferes with the fulfillment of the mission of the University, Students, Faculty or Staff may request a written waiver from the Vice President of Information Technology or designee.

6. Additional Information

For further information about this and other information security policies and applicable computing laws and regulations please contact the Information Security Officer at (504) 988-8500, or security@tulane.edu

Policies, Guidelines and Recommendations

Acceptable Use Policy

Administrative Account and Firewall Access Requests

Assigning Temporary Library Accounts

Compliance with Applicable Laws

Computer Incident Response Plan

Data Storage and Retention

Guidelines for Copyright

Guidelines for System Administrators

Guidelines for all computer systems handling credit card numbers

Guidelines for the Use of Social Security Numbers

HIPAA Security Policies

Tulane University Mobile Device Security Policy

Tulane University Password Policy

[Password Guidelines for End Users](#)

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Tulane University Policy on the Use of Social Security Numbers

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**Tulane University
Information
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