# Tulane University

# 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.

***Updated October 23, 2023***

## 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. As computing and network resources are shared and limited, individuals should use the systems responsibly in pursuit of academic and administrative functions without infringing on the rights, integrity, or privacy of others or their data. Individuals and groups must adhere to standards of lawful and ethical behavior when using computing systems and networks.

## 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 illegally obscene material; no child pornography; 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 user ID 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 acting in a manner that will cause harm to the network. For example, regarding spam or bulk email, it constitutes a violation of this policy to create or knowingly disseminate unwanted and unsolicited emails or materials (spam) in such a large volume that it tends to disrupt the proper functioning of university information technology resources or individuals' ability to use such resources.

**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 the computer of the individual(s) involved. The individual who is distributing the copyrighted materials is responsible for any copyright infringement.

**Responsible Communication.**

You agree to not intentionally access, transmit, copy, or create material that violates applicable laws or University policies, such as the Staff Handbook or the Tulane Student Code of Conduct (which prohibits, for example, using electronic resources to send or access material that is illegally obscene, unlawfully 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 that 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 the 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 appropriate University resource (for example, the policy relevant to student behavior is the Code of Student Conduct, and alleged violations may be referred to the Office of the Vice President for Student Affairs for handling). Faculty and staff members who violate this policy may be subject to University disciplinary action (for example, the policy relevant to staff employee behavior is the Staff Handbook, and alleged violations are referred to the employee's manager and the Office of Human Resources, for disciplinary review and follow up). 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
Self Service Password Portal

**Tulane University Policy on the Use of Social Security Numbers**

**User Account Policy**

Back to Top

## Tulane University Information Technology

**ADMINISTRATIVE SYSTEMS**

Gibson
Banner
TAMS

**SERVICES**

Account Requests
Knowledge Base
Project Proposal
Requests

**GET HELP**

Submit a Ticket
Knowledge Base
Tech Connection Repair
Center

**SOFTWARE & HARDWARE**

AppsAnywhere
Student Computer
Recommendations
Technology Connection

1555 Poydras Street
Suite 1400
New Orleans, LA 70112

News

Privacy

Give to Tulane

Jobs at Tulane

Medical Center

Email

Neighborhood Relations

My Tulane

Contact Us

Gibson Online

Copyright

Tulane University

6823 St. Charles Avenue

New Orleans, LA 70118

504-865-5000