# Acceptable User Guidelines

OIT CI Research Computing (OIT-CIRC) resources are deployed, configured, and operated to serve a large, diverse user community. It is important that all users are aware of and abide by OIT-CIRC Usage Policies. Failure to do so may result in suspension or cancellation of the project and associated allocation and closure of all associated logins. Illegal transgressions will be addressed through University of Texas at Dallas (UT-D) and/or legal authorities.

## Account Eligibility

OIT-CIRC resources are available to faculty and staff at UT-Dallas, OIT-CIRC Research Partners, Texas higher educational institutions, and to US academic researchers. Additional supporting documentation may be required prior to accessing OIT-CIRC resources.

Eligible UT-Dallas, OIT-CIRC Partner, and Texas higher education users can request OIT-CIRC accounts. Individuals and groups that engage in collaborative research and development activities with UT-D are eligible to apply for user accounts.

## Cryptocurrencies

Users are prohibited from running applications that mine cryptocurrency and/or use block-chain technology for personal gain. Violations of these guidelines will result in user's access to OIT-CIRC resources being terminated.

## Use of Protected Software and Data

PIs and users agree to NOT install or use any software or data that falls under the following protected categories International Traffic in Arms Regulations (ITAR), Export Administration Regulations (EAR), Health Insurance Portability and Accountability Act (HIPAA), Federal Information Security Management Act (FISMA), Personally Identifiable Information (PII), or any other protected control without first contacting [issupport@utdallas.edu](mailto:issupport@utdallas.edu), an appropriate agreement Business Associate Agreement (BAA), Technology Control Plan (TCP), Memorandum Of Understanding (MOU), or other relevant agreements) between the UT-Dallas and the PI or home intuition must be in place before such software or data can be installed or used on any OIT-CIRC resource. Violations of these guidelines will result in the immediate removal of said software and/or data and deactivation of related projects, allocations, and user accounts.

## Policies for OIT-CIRC Users

Users must abide by the following policies. Failure to do so will lead to disciplinary actions.

- Sharing of User Credentials is strictly prohibited

- Users are only allowed one account per person.
- PI's are responsible for notifying OIT-CIRC when project users should be deactivated due to the departure of the user or termination of the project.
- Never infringe upon someone else's copyright. It is a violation of OIT-CIRC guidelines and federal law to participate in copyright infringement.
- Never try to circumvent login procedures on any OIT-CIRC resource or otherwise attempt to gain access where you are not allowed. Never deliberately scan or probe any information resource without prior authorization.
- Computing resources may not be used for commercial purposes or personal gain.

# Disciplinary Actions

Punishment for infractions includes but is not limited to the following:

- Written or verbal warnings
- Revocation of access privileges to OIT-CIRC systems
- Termination of project(s) at OIT-CIRC
- Criminal prosecution

# Passwords

OIT-CIRC users must choose a strong password that should be unique to your OIT-CIRC username. Passwords (passphrases) for accounts should follow a model that results in fewer unintended lockouts for users.
Accounts (whether locally created through either computer or application, or through the NetID system) must follow the password (passphrase) requirements:

• Minimum password length: 12 characters
• Enforce maximum password age: 365 days
• Previous passwords must not be reused after being changed (Password history: 10 passwords)
• Enforce account lockout guidelines
- It should not contain NetID or your name
- It should include combinations of any 3 of the following 4 complexities:
    1. uppercase letter
    2. lowercase letter
    3. number
    4. special character
• Number of allowed failed logon attempts: 25
• Reset failed login after attempts: 60 minutes
• Accounts when locked out remain locked until lockout removed by administrators or by users via self-service

# Utilization

OIT-CIRC has documented the purpose and proper use of resources and services via a series of user guides and other web-based documents available on the OIT-CIRC web site. Users assume the responsibility for becoming familiar with this documentation, particularly relating to issues such as adherence to resource limits, proper and considerate use of the batch queuing system, understanding the purpose and proper use of file systems and storage services, and proper use of OIT-CIRC resources.

Use of OIT-CIRC resources should be used only for work directly related to the project for which the resources were requested and granted. OIT-CIRC resources should only be used for documented or obvious intended purpose.

The login or front-end nodes of the OIT-CIRC compute cluster(s) are reserved for compiling, loading, and preparing to submit jobs to run in a batch queue. Running compute or I/O bound processes on these nodes will cause excess overhead and affect the ability of the general user community to use the systems effectively. Processes inappropriate to execute on these nodes will automatically be killed and the user notified. Users repeatedly violating these guidelines will be denied access to the system and must contact OIT-CIRC before access is restored.

The OIT-CIRC data storage resources are intended to provide the user community with a high-speed, shared storage facility that is available to applications that span multiple OIT-CIRC resources. Data stored on any OIT-CIRC data storage resource must be associated with research projects approved by OIT-CIRC. Users storing data not meeting this criterion may lose all rights to use OIT-CIRC resources. All users assume the responsibility for reading the information contained in the appropriate system User Guide.

# Account Deactivation Guidelines

Accounts will be deactivated for one of the following reasons:

- **PI Request**

  An account deactivation request by a PI will result in the account being denied access to use the PI's project's allocation if the account does not have access to another active project.

- **Project Expiration**

  Upon project expiration, all accounts (PI and user) will be immediately denied access to the allocation, and OIT-CIRC-issued user certificates will be revoked unless users have access to other active projects. All batch and remote job submissions will subsequently be rejected.

- **Violation of OIT-CIRC Guidelines**

  Any user account determined by OIT-CIRC to be in violation of an OIT-CIRC guideline will immediately be denied access to all OIT-CIRC resources without notification.

- **Account Inactivity**

  User accounts will be deactivated due to inactivity after 120 calendar days. This will be done automatically and users will have to submit a ticket to have their account reactivated. Any successful login to an OIT-CIRC resource (including the OIT-CIRC User Portal) will reset this timer.

# Data Retention

All data in /home and /work will remain on OIT-CIRC storage resources as long as the researcher is actively using the storage. Each user will be allocated 20GB of storage space on /home and this space will be backed up. Each research group will have 1TB of storage in /work. Storage space on /scratch is open to all users, however abuse of the /scratch resource will lead to disciplinary actions. To make the storage space more available to all campus users, all data stored in the OIT-CIRC /scratch area will be purged on a time-based basis according to the following schedule:

Every 30 days files larger than 5 TB will be purged.

Every 60 days files larger than 1 TB will be purged.

Every 180 days, all files will be purged.

If a group or PI requests more permanent storage, please send a message to ganymedeadmins@utdallas.edu to schedule an appointment to discuss purchasing more storage on OIT-CIRC high performance storage devices. User attempts to circumvent the file ages will face disciplinary actions.

# User Support

OIT-CIRC users are encouraged to request assistance from OIT-CIRC support when necessary. All requests for support must be submitted through email the OIT-CIRC email address ganymedeadmins@utdallas.edu Exceptions to these guidelines will be handled on a case-by-case basis. Special project collaborations are examples of situations requiring direct communication between OIT-CIRC and the user community.

OIT-CIRC support will provide advice to users regarding the development, porting, debugging, and optimizing of codes, and in the proper use of OIT-CIRC resources. Support does not include the actual development, porting, debugging, and optimization of codes.

# OIT-CIRC Citation

Please reference OIT-CIRC in any research report, journal or publication that requires citation of any author's work. The recognition of the OIT-CIRC resources you used to perform research is important for acquiring funding for the next generation hardware, support services, and our

Research & Development activities in HPC, visualization, data storage, and grid infrastructure. The minimal content of a citation should include:

Office of Information Technology Cyber Infrastructure Research Computing (OIT-CIRC)
The University of Texas at Dallas

Our suggested acknowledgement is *:

The authors acknowledge the Office of Information Technology Cyber Infrastructure Research Computing (OIT-CIRC) at The University of Texas at Dallas for providing {HPC, visualization, services, or storage} resources that have contributed to the research results reported within this paper. URL: https://utdallas.edu/oit/departments/circ/ * Select one or more of the items within the braces, {}.

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# Document Revision History

| Date | Sections Affected | Modified By | Description |
|------|-------------------|-------------|-------------|
| 2-22-19 | Password/Data Retention | Jerry Perez | Use approved UTD password guidelines, add warning about circumventing the purge script. |
| 6-24-19 | Acceptable use guidelines | Jerry Perez | Describe acceptable use guidelines |