Acceptable Use Guidelines for OIT-CIRC Users

Version 1.0
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The most up to date version is found at https://utdallas.edu/oit/departments/circ/
1. Account Eligibility

OIT-CIRC resources are available to faculty and students at UT Dallas, OIT-CIRC Research Partners and collaborators of UT Dallas researchers. Additional supporting documentation may be required prior to accessing OIT-CIRC resources.

2. Password

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. The most recent password policies are at https://www.utdallas.edu/oit/netid/.

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 is 10 passwords).
- 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 characters (non-alphanumeric characters).
- Number of allowed failed login attempts: 25.
- Reset failed login after: 260 minutes.
- Accounts when locked out remain locked until unlocked by administrators or by users via self-service.

3. Guidelines for OIT-CIRC Users

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

- Users should never share login credentials.
- Users are only allowed one account per person.
- Project Investigators (PIs) are responsible for notifying OIT-CIRC when project users should be deactivated due to the departure of the user or termination of the project.
- You never infringe upon someone else’s copyright. It is a violation of OIT-CIRC guidelines and federal law to participate in copyright infringement.
- You 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.
- You may not use computing resources for commercial purposes or personal gains.
4. Cryptocurrencies

Users are prohibited from running applications that mine cryptocurrency and/or use blockchain technology for personal gain. Violations of these guidelines will result in user’s access to OIT-CIRC resources being terminated and reported to their department head for potential disciplinary action.

5. Disciplinary Actions

Punishment for infractions includes but is not limited to the following:
- Written or verbal warnings.
- Temporary revocation of access privileges to OIT-CIRC systems.
- Permanent termination of access to all OIT-CIRC resources.
- Criminal Prosecution.

6. Be a Good Citizen

- Make sure you know if you’re on a login node or not: In order to check whether you are on a login node or not use the “hostname” command in the Linux prompt.
- Only do login node tasks on a login node: login nodes are usually used to initiate file transfers, compile code, track existing jobs, and submit new jobs.
- Computationally intensive activity is not to be run on login nodes.
- File System Good Citizen
  - The File Systems that house $HOME, $WORK, and $SCRATCH are shared files systems for all users. Please be cognizant of this when you making transfers or using I/O, as excessive use will slow it down for everyone.
  - $SCRATCH does not have any quotas, so please only use it for what you need and when you are done, clean up. We currently don’t have a purge policy in place on Ganymede for $SCRATCH, but if storage or inode counts become an issue, we reserve the right to begin purging.

7. Internal and External Networks

- Avoid too many simultaneous file transfers: This takes up bandwidth everyone must share; however, two or three concurrent sessions are fine. Create a tar or zip archive before transferring.

8. Submitting Jobs

- Ask for time you need and no more when submitting a job to the scheduler. This means shorter queue times for you and everybody else.
- Test your submission scripts. Make sure it works on a couple nodes before using a lot of nodes. This lets you fix submission bugs in a short amount of time.
• Be mindful of memory limits and other system constraints. If there isn’t enough available memory for your job it will fail. Use "htop" which is a helpful monitoring tool.

9. 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.

OIT-CIRC resources should be used only for work directly related to the PI 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 be killed by sys admins and the user will be notified. Users repeatedly violating these guidelines will be denied access to the system and must contact OIT-CIRC before access is restored.

Data stored on any OIT-CIRC data storage resource must be associated with PI's 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.

10. 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).

• **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 prior notification. The user will then be emailed to explain any deactivated and explain steps to be reactivated.

• **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 will reset this timer.
11. 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 20 GB 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.

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.

12. 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 base.

13. Requests for OIT-CIRC Support

- **Do your homework** - Before submitting a request for OIT-CIRC support, please consult the documentation to see if your question or problem is already addressed.

- **Have realistic expectations** - Team members can address system issues and answer questions, but they can't teach parallel programming in an issue and may know nothing about the package you downloaded. They will offer you advice, however they will not fix the problem for you.

- **Describe your issue as precisely and completely as you can:** What command you ran and what was the expected outcome vs what actually occurred. Please include all steps to reproduce the issue including information about the directory you are working in. If possible, please create a simplified test problem that recreates the issue. The simpler the example that demonstrates the issue, the easier it will be for a staff member to assist.

- **Be Patient** - It may take a business day or two for a staff member to get back to you, especially if your issue is complex. It might take an exchange or two before you and the support staff are on the same page. If the admins disable your account, it is not punitive. When the file system is in danger of crashing or a login node hangs, they do not have time to notify you before acting.
14. OIT-CIRC Citation

Please reference OIT-CIRC in any work that requires citations and for which our resources contributed to the scholarly work. This includes journal publications, research reports, and book chapters. The acknowledgement of OIT-CIRC resources used for research tasks is important for us to continue to justify our resources (both hardware and staff) and helps us to continue to provide our services.

The minimal content of the citation should include:
Office of Information Technology
Cyberinfrastructure Research Computing
University of Texas at Dallas

Our preferred acknowledgement is:

The authors acknowledge the OIT-Cyberinfrastructure Research Computing group at the University of Texas at Dallas for providing HPC resources that contributed to this research.
URL: https://utdallas.edu/oit/departments/circ/

15. Acknowledgements

Thanks to TACC (http://portal.tacc.utexas.edu/userguides/stampede2/#goodcitizenship) for inspiring sections 6, 7, 8, and 13.