Bioinformatics Services Division
Cluster User Agreement

All persons authorized to use the cluster must read and comply with this Cluster User Agreement outlining policies and best practices regarding use of the cluster. Authorized usage of the cluster is contingent on the user signing this Agreement.

1. Notice of Confidential Data
The cluster houses confidential data, as defined by UNC Charlotte Policy 311 (https://legal.uncc.edu/policies/up-311). UNC Charlotte is contractually obligated to protect this confidential data. As such, the cluster is covered under one or more Data Security Plans which outline contractually required and University required controls on the cluster and its users. This Agreement acts as a notice to all users of the cluster of the existence of confidential data on the cluster, regardless of whether or not the user are party to any Data Security Plan.

2. Violations of this Agreement
Due to these security obligations, any violations of this Cluster User Agreement will result in the immediate terminations of the cluster accounts for all users involved. IT Security will be notified if necessary and may take any action they deem fit. Any third-party data provider who requires notice of violations or whose confidential data was involved in the violation will also be notified.

3. Agreement Length and Renewal
This Cluster User Agreement is valid from the Account Creation Date until the Scheduled Termination Date (See Section 9). Cluster accounts may be renewed after receipt of a signed copy of the current Cluster User Agreement, ideally one month before Scheduled Termination Date.
4. Cluster Policies

- Accounts and passwords are for individual use and are not to be shared
- Cluster passwords must meet or exceed University password complexity standards
  - Passwords must be a minimum of 8 characters
  - Passwords must contain at least:
    - One uppercase letter
    - One lowercase letter
    - One number
    - One symbol
- The cluster is not for personal use; it is for University research only
- Cluster accounts are granted for a limited term, typically less than 18 months
- Only University-owned endpoints running Tivoli Endpoint Manager (TEM) & Trend Micro Antivirus on the approved list (see Section 6) are permitted to connect to the cluster
  - Contact to the College Technology Solutions Office to have these installed (cci-help@uncc.edu)
- All approved endpoints must employ individual user accounts with passwords that meet University password complexity standards and must have locking screen savers with a lifetime of 10 minutes or less
- No attempts are to be made to circumvent the 28-day lifetime of files placed in scratch directories
- No attempts are to be made to circumvent file access or scheduler restrictions
- No restricted data should be uploaded to the cluster without an approved Data Security Plan that lists the BiSD as a signatory and identifies the cluster as an approved resource
- No restricted data is to be copied from the cluster
- Communications to and from as well as activities on the cluster may be monitored to ensure compliance with the Data Security Plan(s) that the cluster is under

5. User

Name

NinerNET username

Classification (check one)

☐ Faculty
☐ Staff
☐ Student (Requires PI approval)

Lab Membership (check one)

☐ Primary Investigator
☐ Lab Member
6. Authorized Endpoints

Only authorized, University-owned endpoints are permitted to connect to the cluster. To add a computer as an authorized endpoint, list it below.

I verify that the computers listed below are owned by UNC Charlotte and have both the University-managed Trend Antivirus client and Tivoli Endpoint Manager installed.  ________ (Initial)

(If more space is needed, attach a signed list to this document)

1. Computer Name: ____________________________
   a. Desktop Location: __________________________
   b. Computer Assigned to: ______________________
   c. Make: ________________________________
   d. Model: ________________________________
   e. Serial Number: __________________________
   f. Asset Tag: ______________________________
   g. Wired MAC: _____________________________
   h. Wireless MAC: __________________________

2. Computer Name: ____________________________
   a. Desktop Location: __________________________
   b. Computer Assigned to: ______________________
   c. Make: ________________________________
   d. Model: ________________________________
   e. Serial Number: __________________________
   f. Asset Tag: ______________________________
   g. Wired MAC: _____________________________
   h. Wireless MAC: __________________________

3. Computer Name: ____________________________
   a. Desktop Location: __________________________
   b. Computer Assigned to: ______________________
   c. Make: ________________________________
   d. Model: ________________________________
   e. Serial Number: __________________________
   f. Asset Tag: ______________________________
   g. Wired MAC: _____________________________
   h. Wireless MAC: __________________________
7. PI Approval
(Required for Students)

As PI, I verify the individual named above is a member of my lab. I approve granting the named individual access to the cluster and files on the cluster owned by my lab. I also acknowledge that it is my responsibility to notify the Bioinformatics Services Division if the named individual leaves my lab before their account expires.

PI Name (Printed): ________________________________
PI Email: ________________________________
PI Signature: ________________________________
Date: ________________________________

8. User Signature
I agree to follow and abide by the policies stated in this document.

Signature: ________________________________
Date: ________________________________
9. Account Information
(To be completed by the BiSD)

Account Creation Date:  

Scheduled Termination Date:  Year: ________

- 31 May
- 31 August
- 31 December

Does user need access to any data covered under a Data Security Plan?

- No
- Yes (list below and attach copy of amended DSP(s))
  1.
  2.
  3.

Does the user require any exceptions to the Cluster User Agreement?

- No
- Yes (attach list of exceptions, signed by College DSO and University IT Security)

Performed by: ____________________________

Signature: ________________________________

Date: _________________________________