Mésocentre EXPLOR usage policy
Terms of access and rules for the proper use of resources

■ Introduction

EXPLOR aims to strengthen the simulation and computing offer in Lorraine via networking of the existing computing resources, strengthening them and supporting researchers and companies in their use. EXPLOR is one of the projects backed financially by the French state and the Lorraine region.
EXPLOR is a system including:
A computing centre (Institut Jean Lamour Building, Nancy)
- A simulation suite (Faculty of science, Nancy).
EXPLOR has the following aims:
- To allocate computing time to users (researchers and companies) as a partnership or as a service
- To manage the supercomputing infrastructure provided to the laboratories and partners
- To ensure technical and scientific support for users (including training).

Any user accessing the EXPLOR computing resources must have agreed to and signed this policy. Accepting this policy leads to the acceptance of the Université de Lorraine's IT policy
(https://ent.univ-lorraine.fr/Charte_informatique_UL.pdf)

■ Aim of the usage policy

This policy aims to define the rules for the proper use of shared resources. These rules are, above all, common sense and have the sole aim of ensuring everyone has optimal use of resources, considering the overall constraints imposed by them being shared.
In the event that these rules are not adhered to, those responsible for EXPLOR reserve the right to intervene, so that as many users as possible can benefit from the best working conditions possible.
This policy applies to all the local resources: servers, workstations, etc. as well as services accessible from local machines (i.e. all the Internet).

■ User rights and obligations

The EXPLOR user commits to:

- Adhering to the Université de Lorraine's IT policy
- Consulting the maintenance notes from the website, on welcome messages for machines, as well as the messages sent on the circulation lists implemented by EXPLOR

- Not using the machine as a storage or backup space (to be seen)
- Not using the machine as a gateway from outside to the Université de Lorraine's network (to be seen)
- Providing valid personal information: address, project, etc. Notification of any modification of this information is also required. The deliberate provision of false information will be considered as a fault which could lead to a ban on accessing EXPLOR resources
- Updating the projects for which he is responsible or of which he is a member, as well as the list of his publications under the "mon compte" (my account) heading of the website
- Mentioning the use of EXPLOR in your communication:

  "***This work has been conducted with the support of the Mésocentre HPC EXPLOR - Université de Lorraine***
  High Performance Computing resources were partially provided by the EXPLOR centre of the University of Lorraine"

- Taking all measures to prevent the use of an account by a third party (not divulging his password, choosing a sufficiently complex password)
- Properly logging out and not leaving his workstation logged in
- Protecting his files (removing non-essential access rights)
- Regularly picking up messages and responding to requests coming from the Computing Centre
- Communicating with the support team at the *xxxxxxx - Explor@univ-lorraine.fr* address
- Using the support website for any "url.../ticket" intervention
- Taking part in the circulation of scientific results (posters, videos, etc.)
- Respecting the legal aspects associated with software
- Giving notification of any breach, attempt at a breach, or suspected breach of an information system and warning administrators of any attempt at a breach (even unsuccessful) of his account
- Including EXPLOR funding requests in projects associated with the use of EXPLOR resources
- Not using the resources for a commercial purpose, except in the context of a convention, unless there is an agreement with the EXPLOR management
- In the context of a service or research agreement with a private entity, it is necessary to contact the EXPLOR management for agreement

The user is aware that:
- The saving of data is not ensured outside of the basic file system (home or savedir)
- The operation of EXPLOR resources is dependent on the network, the electricity supply and security constraints imposed by the Université de Lorraine, as well as by RENATER
- Its own scientific activity will be integrated into the annual activity report and may be mentioned during presentations in which EXPLOR participates

- For administration requirements, the resources and calculations are monitored
- The temporary scratch files are automatically deleted
- He is responsible for the use which is made of his account
- Attempted identity theft is a crime
- He must protect the files to which he wants to limit access
- Important information is sent on the mailing list

■ Administrator rights and obligations

The EXPLOR administrators are responsible for the quality of the service. They must respect the rights and responsibilities of the users.
EXPLOR reserves the right to take any measure required to assume these responsibilities and enable the proper functioning of the shared IT resources.

A. *Availability of IT resources*
The EXPLOR administrators have a duty to inform users about intentional service interruptions.
They strive to minimise these interruptions and to choose set dates and hours.

B. Respecting confidentiality
The EXPLOR staff must respect the confidentiality of user files, mails and printed outputs to which they may have access.

C. Access to private data
The EXPLOR staff can access files or emails for problem diagnosis or correction. To ensure the proper working of the system or to confirm the policy is being applied, they can examine data belonging to users. They are required to guarantee the confidentiality of the data to which they have access during these processes.

D. Controlling resource use
The EXPLOR staff can monitor the work sessions of a user in detail if there is a suspicion that the policy is not being respected.
They can interrupt any user task when excessive use of resources is preventing the system from working properly (with or without prior warning, depending on the urgency of the problem).
They can compress, or put on an external medium, excessively large files or files with no direct relation to "normal" work (with or without prior warning).
Finally, in the event of service degradation, they can logout working sessions that have been inactive for too long.

■ Use of shared resources
The sharing of EXPLOR resources by a high number of users with requirements that are often very different implies adhering to some rules.

A. Fair division of shared resources

Disk space: its use must be monitored in order to limit waste as much as possible (frequent cleaning, compression, archiving, etc.).

System: processes that consume a lot of resources must use delayed submission and off-peak periods.

Only user level is authorised on a shared server. Unless there is a written agreement from the EXPLOR manager, such a server cannot be used for system or network programming teaching (developments calling on internal system functions, etc.). This is in order to maintain network and system integrity.

The installing of commercial software "in a personal capacity" is allowed, but the user must be able to show a license if it is asked for by EXPLOR.

The installation of software or utilities that may jeopardise the integrity of systems is not allowed. This is the case for any software causing additional load on the machine, a malfunction, or a modification of the standard environment put in place by EXPLOR.

B. *Use of networks and systems*

The current interconnection of systems allows for a very connected use of resources but requires strict rules of good conduct, which if not adhered to can lead to exclusion from this community.

The EXPLOR resources must not be used to illegally connect to remote systems.

The following procedures are considered as serious errors that can lead to the immediate closure of the user account concerned:
  - interrupting the normal operation of the network or one of the connected systems,
  - accessing the private information of other users on the network,
  - editing/destroying data on one of the connected systems,
  - necessitating the implementation of additional human or technical resources to control the actions of a user on the network.

Similarly, the development, installation or simple copying of a programme with the properties mentioned below on/onto one of the EXPLOR servers is forbidden:
  - programmes harassing other users - programmes to bypass security
  - programmes overwhelming resources
  - virus or Trojan horse programmes
  - programmes bypassing the software protections