Community Standards

The following list of behaviors are acts that constitute a violation of the University’s Seven Core Values outlined by the Tulane University Code of Student Conduct found here: https://www2.tulane.edu/studentaffairs/support/conduct/students/upload/Tulane-University-Code-of-Student-Conduct-2017-2018-1.pdf.

The Tulane University Division of Student Affairs embraces Seven Core Values:

1. Live in Community
2. Lead Lives of Integrity
3. Model Inclusive Excellence
4. Educate the Whole Person
5. Be Person-Centered
6. Encourage Creativity and Innovation
7. Commit to Healthy Living

All students are responsible for knowing and abiding by the Tulane University Code of Student Conduct. Students who are reported to have exhibited any of the behaviors below will be referred to the Office of Strategic Summer Programs. While this list is extensive, it does not serve as all inclusive. Therefore, all students are expected to exhibit responsible decision making at all time. The University reserves the right to refer students to the Student Conduct Process and/or apply sanctions when a student’s conduct disrupts the community or infringes on the freedom of another individual.

1. **Academic Integrity**
   Any behavior that violates the Tulane Code of Academic Conduct, which includes but is not limited to: cheating, dishonesty, forgery, plagiarism. Refer to the Code of Academic Conduct for more information go to https://college.tulane.edu/sites/g/files/rdw1206/f/Honor-Code-revised-2016.pdf.

2. **Alcohol Policy**
   Any violation of the Tulane University Alcohol Policy, which includes, but is not limited to:
   a. Possessing or consuming alcohol under the legal drinking age.
   b. Serving or providing alcohol to individual that are under the legal drinking age.
   c. Being in the presence of an open container of alcohol in University’s residence halls while under the legal drinking age.
   d. Intoxication as a result of the use of alcohol.
   e. Illegal or unauthorized manufacture or distribution of alcoholic beverages.

   Refer to the Tulane University Alcohol Policy for more information go to https://campushealth.tulane.edu/policies/tulane-alcohol-policy.

3. **Bias Related Behavior**
   Any behavior or activities including, but are not limited to, any violation of the Tulane University Equal Opportunity/Anti-Discrimination Policies motivated by a race, ethnicity, national origin, gender, gender identity, gender expression, genetic information, religion, political views, sexual orientation, age, sex, military or other uniformed service, disability or any other characteristic protected under applicable local, state, or federal law.

   Refer to the Tulane University Equal Opportunity/Anti-Discrimination Policies for more information go to https://www2.tulane.edu/studentaffairs/upload/Equity-Policies.pdf.
4. **Acceptable Use Policy**
The unauthorized duplication or downloading of copyrighted materials. Refer to the Tulane University Acceptable Use Policy for more information: [https://ts.tulane.edu/acceptable-use-policy](https://ts.tulane.edu/acceptable-use-policy).

5. **Disorderly Conduct and Disruptive Behavior**
Any behavior or activities that are disruptive to or negatively affect other Tulane community members, the University’s relationships with the city, its community, or other institutions.
   a. Aiding or abetting any violation of University policy.
   b. Throwing/dropping of objects from University buildings.
   c. Intentional or reckless interference of University activities including, but not limited to, teaching; research; administration; police; fire; or emergency services.

6. **Drug Policy**
Any violation of the University’s Alcohol and Other Drug Policy specific to drugs, which includes, but is not limited to:
   a. Possession or use of marijuana.
   b. Possession or use of other illegal drugs (i.e. cocaine, MDMA, heroin, hallucinogens, synthetic marijuana, etc.).
   c. Attempted or actual sale, distribution, or manufacturing of illegal drugs (i.e. marijuana, cocaine, MDMA, heroin, hallucinogens, etc.).
   d. Impairment as a result of the use of illegal drugs or misuse of prescription or over-the-counter medication.
   e. Possession or use of any drug paraphernalia (i.e. pipes, bongs, hookahs, etc.).
   f. Manufacture or attempted or actual distribution of any illegal drug or drug paraphernalia (i.e. pipes, bongs, hookahs, etc.).
   g. Unlawful use, abuse, or attempted or actual distribution or manufacturing of any controlled substance (i.e. prescription drug) or over-the-counter medication.
   h. Knowingly being in the presence of someone using an illegal drug.

Refer to the Tulane University Alcohol and Other Drug Policy for more information: [https://tulane.app.box.com/s/zmr23heyas4auflustjw8uw9rjts72rb](https://tulane.app.box.com/s/zmr23heyas4auflustjw8uw9rjts72rb).

7. **Endangering the Health or Safety of Our Community and Other Individuals**
Any non-sex and/or gender-based behavior or activity that threatens or endangers the physical or psychological health or safety of our community members or other individuals which includes but is not limited to:
   a. Physical abuse or assault.
   b. Abusive communication (written or verbal), threats, intimidation, stalking, harassment or coercion.
   c. Infliction of or threat of physical harm that endangers the health or safety of members of our community, harms property or disrupts community members’ enjoyment of their rights or engagement in the community.

8. **Failure to Comply**
Failure to comply with the directions of University officials acting in the performance of their duties. University officials include, but are not limited to, TUPD officers, Office of Housing and Residence Life staff, Division of Student Affairs staff, and the Office of Strategic Summer Programs and its staff, include, but not limited to, Executive Director of Strategic Summer Programs, Program Managers, Lead Summer Program Counselors and Summer Program Counselors.
9. **False Identification or Information**
Knowingly furnishing false information, including but not limited to:
   a. Forgery, altering official documents or identification with intent to defraud.
   b. False reporting of any emergency (i.e. bomb, fire, medical, etc.) on or off campus by means of activating a fire alarm or in any other manner.
   c. Making false reports or giving false information in any formal University investigation or proceeding.

10. **Fire Safety**
   a. Unauthorized use of candles, incense, or open flames in University facilities.
   b. Intentionally or recklessly misusing or damaging fire or other safety equipment.
   c. Causing or attempting to cause a fire or adding to unauthorized fires.
   d. Unauthorized storage, possession, or use of hover-boards, self-propelled scooters, or similar devices in any University owned or leased facility, vehicle (including transportation buses), or at any University sponsored event.

11. **Guests**
Pre-college program students may not have ANY guests, including non-residential pre-college students in the residence hall at ANY time. The University does not provide on-campus accommodations for parents, relatives, or other adult visitors. Any student found to have a guest in the residence hall (this includes non-residential pre-college program students), regardless of the time of day during which the violation occurs, will result in immediate dismissal from the program.

12. **Hazing**
Any behavior or activity that violates the Tulane University Code of Student Conduct as it relates to hazing. Refer to the Tulane University Code of Student Conduct regarding hazing for more information: https://www2.tulane.edu/studentaffairs/support/conduct/students/upload/Tulane-University-Code-of-Student-Conduct-2017-2018-1.pdf.

13. **Invasion of Privacy**
All forms of invasion of privacy including but not limited to the recording, filming, photographing, viewing, transmitting or producing the image or voice of another person without the person’s knowledge and expressed consent while in an environment that is considered private or where there is a reasonable expectation of privacy.

14. **Residence Hall Policies**
Any behavior or activities that violate the Tulane University Housing and Residence Hall Policies or contracts.

15. **Retaliation**
Retaliation against an individual for reporting a University policy violation or cooperation with a University-related investigation.

16. **Sexual Misconduct**
Any violation of the Tulane University Code of Student Conduct which includes, but is not limited to, rape, sexual assault, any unwelcomed sexual behavior, sexual harassment, domestic violence, dating violence, or stalking as they are defined for purposes of the Clery Act or Tulane University Code of Student Conduct. Refer to the Title IX at Tulane website at http://www.titleix.tulane.edu/information-policies/ and the Tulane University Code of Student Conduct https://www2.tulane.edu/studentaffairs/support/conduct/students/upload/Tulane-University-Code-of-Student-Conduct-2017-2018-1.pdf for more information.
17. Smoking  
a. Smoking including use of electronic smoking devices in any University-owned or – leased facility or vehicle, or otherwise designated “no smoking” areas.  
b. Any violation of the University’s Alcohol and Other Drug Policy specific to tobacco.

18. Theft  
Attempted or actual theft of property or services; knowingly being in possession of stolen property.

19. Misuse of University Resources and/or University Property  
a. Misuse or abuse of University resources  
b. Unauthorized presence in/on or forcible entry into a University facility or University-related premises, including University building roofs or fire escapes.  
c. Unauthorized use or misuse of University property including, but not limited to, equipment, thermostats, technology, or keys.

20. Vandalism and Damage of Property  
Attempted or actual vandalism or the damage, destruction, or defacement of University property or the property of others.

21. Violations of published University policies, rules, regulations, or the student and student organization rights and responsibilities.

22. Violations of local, state, federal, and international laws, regulations, and ordinances, whether occurring on or off campus.

23. Weapons  
a. Unauthorized storage, possession, and/or use of firearms, fireworks, dangerous weapons, weapons used for sparring or fighting, or hazardous chemicals on University premises or at University-sponsored activities. This includes, but is not limited to, guns, ammunition, nunchakus or karate sticks, switchblades, mace, pepper spray, firecrackers, tear gas, or other dangerous weapons or articles.  
b. Unauthorized storage, possession, and/or use of knives, except butter/table knives without a serrated edge or non-locking pocket knives with a single edge no longer than 2” in length, on University premises or at University-sponsored activities.

24. Pre-College Specific Policies  
Sexual relations of any nature are prohibited in the residence hall, anywhere on the Tulane University campus, and/or during any Tulane University sponsored trip or activity.

Attendance and Classroom Conduct

Attendance  
Tulane Pre-College Summer Program students are required to attend all classes regularly and punctually. Participation and attendance are important factors in gaining the most from these programs. A student should NOT miss more than two classes.

Excused Absences  
Residential Students: If you are going to be absent from class due to illness you should contact your Program Counselor, who will notify the Office of Strategic Summer Programs and instructors. Summer Program Counselors should be notified the evening before or before 8:30 a.m. the next day.
Day Students: Custodial parents should contact the Office of Strategic Summer Programs before 8:30 a.m. if your student will be absent.

Unexcused Absences
Residential Students: With each absence the Custodial Parent/Legal Guardian will be notified. Two unexcused absences could result in disciplinary action up to dismissal from the program without refund.

Day Students: If students have not arrived by 30 minutes after class start time, Custodial parents will be contacted.

Missed Classes and Assignments
Arrangements to make up missed class time and/or missed assignments should be made directly between the student and the instructor. Instructors will notify the Office of Strategic Summer Programs of any make up time.

Absence for Family Events/Emergencies
The Custodial Parent/Legal Guardian should notify the Office of Strategic Summer Programs of any prior family events in which a student is expected to attend that coincides with the program.

Arrangements should be made in advance to make up any work missed. Students may not miss class to attend birthday parties, weddings, and other events such as family vacations, unless these events occur during non-program hours. In the event of a family emergency, please notify the Office of Strategic Summer Programs. Every effort will be made to make sure the students’ instructors are notified.

Tardiness
Tardiness will only be excused if you are delayed by transportation issues, another office or staff member (Office of Strategic Summer Programs, your Summer Program Counselor). If you are delayed by transportation issues, please contact the Office of Strategic Summer Programs. If this occurs, your instructor will be notified. Otherwise excessive tardiness will result in dismissal from the program.

Classroom Conduct
The Tulane Pre-College Summer Program is about developing and building community and collaboration among students, instructors, program staff and professionals. A strong community depends on good judgment and considerate behavior of its members.

- Cell phones and other distracting, unnecessary electronic devices may not be used during class time. If you have an emergency situation and need to keep your phone on, please pre-arrange this with the instructor before the class begins.
- Be prepared for class with the proper books and materials. Please come to class on time and ready to work.
- Be respectful to your fellow students and faculty in your words, actions, and deeds. Disrespect or harassment of any student or Tulane University employee, whether on or off-campus, will not be tolerated.
- Remain open-minded and welcoming of interaction with people who may have different viewpoints or cultural backgrounds.
- Expect to work hard. Each program will require students from time to time to have homework.
- Assignments are expected to be completed on time. All work will lead to a completed portfolio that can be used for University applications, contests or towards professional work.
FERPA
The Family Educational Rights and Privacy Act of 1974, 20 U.S.C.§ 1232g, is a Federal law that protects the privacy of education records for eligible students. FERPA applies to all educational institutions that receive funds under the Department of Education. Tulane Pre-College Summer Programs follows the FERPA policies set forth by Tulane University. For more information on these policies, please visit https://registrar.tulane.edu/privacy-policies-forms.

Student Accessibility

Disability Statement and Services
It is the policy and practice of Tulane University to comply with the Americans with Disabilities Act (Pub. L. No. 101-336), Section 504 of the Rehabilitation Act of 1973 (Pub. L. No. 93-112, § 504, as amended), and state and local requirements regarding individuals with disabilities. Under these laws, no qualified individual with a disability shall be denied access to or participation in services, programs, and activities of Tulane University.

The Goldman Center for Student Accessibility offers assistance to all student, employees, program participants of Tulane, and accommodates them with modifications to their academic and work environments.

Governing Law (Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990)
Two Federal statutes govern the rights of individuals with disabilities and apply to students with disabilities attending Tulane University. Section 504 of the Rehabilitation Act of 1973 (Section 504) states that no “otherwise qualified person” with a disability can be excluded from, denied the benefits of, or be subjected to discrimination under any program or activity within an institution that receives federal financial aid. The Americans With Disabilities Act (ADA) defines a person with a disability as any individual who (1) has a physical or mental impairment that substantially limits one or more major life activities; (2) has a record of such an impairment; or (3) is perceived by others as having such an impairment. The ADA applies to Tulane University, both as a place of public accommodation and as an employer. Taken together, Section 504 and the ADA require institutions of higher education to provide equal access to educational opportunities to otherwise qualified persons with disabilities.

Rights and Responsibilities of Students with Disabilities
Tulane students with disabilities (as defined under the ADA) have the right to the following:

- Equal access to the University’s programs, activities and services;
- Reasonable accommodations, academic adjustments, and/or auxiliary aids and services that they may need to have equal access to the University’s programs, activities and services;
- Appropriate confidentiality of information concerning their disability as required by federal and state law;
- Reasonably accessible and available information concerning the University’s disability services.

Tulane students with disabilities have the responsibility to do the following:

- Meet the University’s qualifications and maintain essential technical, academic, and institutional standards;
- Inform the Tulane Goldman Center if they require an accommodation to have equal access to any of the University’s programs, activities or services;
• Provide the Goldman Center with appropriate documentation indicating how their disability limits participation in any of the University’s programs, activities and services;
• Follow the Goldman Center’s procedures for requesting and obtaining reasonable accommodations, academic adjustments, and/or auxiliary aids and services.

Rights and Responsibilities of Students with Disabilities
Tulane University has the right to do the following:
• Maintain the University’s academic standards;
• Enforce the University’s Code of Conduct;
• Request and receive appropriate documentation supporting students’ requests for accommodation, academic adjustments, and/or auxiliary aids and services;
• Defer action on a student’s request for accommodation until the student provides appropriate documentation supporting the existence of his or her claimed disability and the appropriateness of the requested accommodation(s);
• Offer students the most cost-effective accommodations, academic adjustments, and/or auxiliary aids and services that are responsive to the student’s particular needs;
• Decline to provide an accommodation that would require a waiver or alteration of an essential element of a course or program; provided that the appropriate academic Officer or department chair first identifies the course or program’s essential elements and concludes that the requested accommodation is incompatible with the essential elements of the course or program;
• Refuse to provide a requested accommodation, adjustment, and/or auxiliary aid and service, if providing the requested accommodation would impose an undue burden on the University.

Tulane University has the responsibility to do the following:
• Provide information to students concerning the resources and services available for students with disabilities and provide that information in accessible formats upon request;
• Ensure that the University’s programs, activities and services, when viewed in their entirety, are accessible to qualified students with disabilities in an integrated and appropriate setting;
• Work with students who request accommodations to identify reasonable and effective accommodations for each student’s needs within the context of a particular course or program’s essential elements;
• Respond to all requests for accommodation in a timely manner;
• Provide reasonable and appropriate accommodations, academic adjustments, and/or auxiliary aids for students with disabilities;
• Maintain appropriate confidentiality of the student’s documentation, records, and communication in accordance with federal and state law.

Process for Making Accommodation Requests
Tulane’s Goldman Center offers services to qualified students with documented physical, medical, visual, hearing, learning, or psychiatric disabilities. All student requests for accommodations must be directed to and evaluated by the Goldman Center staff. Although the University does not require Tulane students with disabilities to register with the Goldman Center, students must contact the Goldman Center if they choose to request an accommodation or would like to take advantage of the Goldman Center’s services. When making requests for accommodations, students should remember that it takes time for the University to arrange accommodations. Therefore, if a student’s requests are not made in a timely manner, the University cannot guarantee that accommodations will be provided when needed.
For example, the University requires sufficient time to arrange for accommodations such as sign interpreters, texts in alternative formats or possibly altering room assignments. Students who wish to request test accommodations should also note that professors often want to know about a student’s need for test accommodations early so alternative arrangements can be made in advance of any exams.

Students who request accommodations will be asked to provide the Goldman Center with recent and appropriate documentation of their disability, and why their requested accommodation is necessary. Document guidelines can be found on the Goldman Center’s website at https://accessibility-dev.tulane.edu/sites/g/files/rdw1026/f/Guidelines-for-Documentation-2017.pdf.

Parents or guardians of students who wish to request accommodations should first notify the Office of Strategic Summer Programs, so we can facilitate the process with the Goldman Center. The Office of Strategic Summer Programs can be reached by email at summer@tulane.edu or by telephone at 504-314-7619.

Additional information concerning the philosophy, policies, and procedures pertinent to disability services can be found at http://accessibility.tulane.edu.

Safety and Emergency Procedures

ID Cards
Students will be issued a photo identification card called a Splash Card. The identification card will allow students to gain access to the buildings (including dorm room, if a residential student), labs and contain their meal plans. Lost identification should be reported immediately to the Office of Strategic Summer Programs. A $30 fee will be charged to replace any lost identification or meal card.

Tulane University Police Department
The Tulane University Police Department is located at the Diboll Complex on the Uptown Campus and can be reached at 504-865-5381. This office is open 24 hours a day, seven days a week, every day of the year.

   Emergency Number: 504-865-5911
   Non-Emergency Number: 504-865-5381

Safety
There are many students in New Orleans during the summer, and many of them go to schools nearby. However, students and participants must remember that New Orleans is a city. Caution and good judgment must be exercised at all times. When walking to or from Tulane University at any time, students must be accompanied by Summer Program Counselors. People exhibiting suspicious or threatening behavior around the Tulane campus should be reported to the front desk of your residence hall, a Summer Program Counselor, or police officer at once.

Safety Escorts
The Tulane University Police Department offers Personal Escorts for on-campus to on-campus or on-campus to off-campus (locations must be within one mile of campus) locations. Escorts will be given by Tulane Police officers and Landmark Security officers. Tulane affiliates can request a Safety Escort 24 hours a day, 7 days a week. To request a safety escort please call the Tulane University Police Department at 504-865-5381.
On Campus Emergency Procedures
In the event of an emergency, we ask students, participants and staff members to follow certain procedures. We ask the students and participants to inform Tulane University staff of emergencies or injury prior to or instead of dialing 911 directly. This centralizes the response to any situation, insures that key staff members are informed of emergencies and are able to contact parents/guardians and enables staff to track resolution. In addition to the numbers mentioned here, all students will receive a list of emergency contacts.

Any emergency or injury occurring in a classroom should be reported immediately using the following procedure:
1. Report the emergency or injury to the instructor or staff member present.
2. If an instructor or staff member is not available, contact Police by dialing 504-865-5911. If using a campus phone, just dial the last four digits (55911).

Off Campus Emergency Procedures
Any emergency or injury occurring while students are off campus should be reported directly to the Tulane University staff member present. If there is no staff member available, dial 911 for emergency assistance.

Illness and Injury
If a participant is injured or feels ill, s/he should notify a staff member immediately. Parents will be called for advice and recommendations if the problem does not require immediate medical attention. If the problem is serious, the staff member will arrange for medical treatment at the Tulane Health Center for Student Care, Tulane Medical Center, or other nearby medical facilities. When possible, staff members will contact parent(s)/guardian(s) before seeking treatment. In the enrollment paperwork, there is a Health Form to be completed and returned. It is imperative that all parts of the form are thoroughly and legibly completed. Program staff will refer to this form for contact information in the event of a medical emergency. Medical personnel will refer to this form whenever medical treatment is necessary; this form is the only guide a health care provider will have in case of an emergency.

Clery Act
Federal law requires that colleges and universities receiving certain federal funding must publish certain information concerning campus security, campus crime, and fire safety on an annual basis to enrolled students.

Tulane University’s Annual Report on Campus Security Policies, Crime Statistics and Fire Safety (Clery Report) is available online at: https://publicsafety.tulane.edu/police/clery-act.

The Clery Report contains information and policies concerning campus law enforcement, rape and sexual assault, wellness education, crime prevention programs, timely warnings of threats to campus safety and the health of the campus community, missing student notifications, alcohol and other drugs, facilities (security and access), disciplinary process for sexual assault, sex offender registry information, campus emergency response and evacuation procedures, and crime statistics for certain offenses that were reported for the following areas:
1. On-campus;
2. In or on a non-campus building or property controlled by a University-recognized student organization, or in a non-campus building used in furtherance of the University’s educational mission and frequently used by students;
3. In residence halls or other residential facilities for students on campus;
4. On public property within the campus or immediately adjacent to and accessible from the campus.
The Clery Report also contains information concerning fire safety on-campus, including information concerning fire safety equipment in the residence halls, fire drills in the residence halls, emergency evacuation, reporting of fire emergencies, campus fire safety policies, fire safety tips, and statistics and related information concerning fire emergencies in residence facilities.

Hurricane Preparedness
Living with the threat of a serious hurricane is part of living in New Orleans. Even though peak hurricane season in New Orleans does not start until mid-August, Tulane University has emergency plans and teams in place if a storm approaches the New Orleans area, because our first concern is for the safety of our students and employees. We plan ahead in conjunction with city, parish and emergency officials. Additionally, Tulane has contracted with a weather consultant to provide exclusive information regarding any hurricane threat to New Orleans so that we can keep students, parents and our employees apprised.

Staying Informed
When a hurricane or tropical storm threatens New Orleans, the university will activate the Tulane Alert Line to provide faculty, staff, students and parents with up-to-date information on storm progress, instructions regarding campus preparations, announcements about closing and reopening of university offices, and other relevant instructions. In addition, Tulane's emergency website will be updated with vital information.

Tulane's emergency website: https://tulane.edu/emergency
Tulane Alert Line: 504-862-8080 or 877-862-8080 (toll-free)

Evacuation Procedures
Tulane monitors all approaching storms well in advance of any potential impact. Tulane will close and evacuate all campuses if necessary. In the event that the University closes and orders an evacuation, we will contact all parents/guardians to make sure the appropriate travel accommodations are made.

Electronic Information Policy

Electronic Mail
Email use is intended to support University business and help the University fulfill its mission to create, communicate and conserve knowledge. The use of University email is a privilege granted to students, faculty, staff and affiliates of the University. The University reserves the right to withdraw this privilege if it is abused. This document spells out specific rules on the use of Tulane University's Email services. These specific rules are defined by the Information Security Office to serve as an implementation guide to the electronic communications requirements of the Acceptable Use Policy (AUP). This list of rules is not exhaustive and the AUP remains the primary document for acceptable use of Tulane University network and computing resources including email. Please contact the Information Security Officer (security@tulane.edu) if you require more information.

Specific Rules
The following rules apply when using Tulane University email:

- All emails are required to comply with federal, state and local law, University policies and standards of professional and ethical behavior.
- All communications sent using the University's email services must clearly identify the sender unless the recipient has explicitly requested anonymous comments.
- Email users must exercise caution when forwarding messages. University sensitive information must not be forwarded to any party outside the University without proper authorization.
• Protected information such as personally identifiable information, protected health information, social security numbers and credit card information should not be sent by email unless the email transmission or content is secured and encrypted in accordance with relevant laws and regulations and conforms to relevant University policies.
• Regardless of the circumstances, individual passwords must never be shared or revealed to anyone else besides the authorized user. Technology Services will NEVER request your password via email.

The use of University email for following is prohibited:
• Creating or disseminating inappropriate or offensive messages, including racial or sexist slurs, pornography, harassing communication and threats of violence.
• Implying or stating in an e-mail that you represent or speak on behalf of the University, or any organizational part of the University, unless authorized to do so.
• Creating or facilitating misleading or forged communications.
• Developing or using unapproved list-serves. Technology Services and the various School IT Services (if applicable) develop the official University list-serves.

Waiver
• Tulane cannot guarantee that electronic communications will be private.
• While as a general rule Technology Services will not read emails, the University reserves the right (as permitted by federal and state law) to log and examine any and all email traffic on University provided systems and to retrieve and examine any emails and files when necessary, particularly but not limited to the following situations:
  o information is required in a court proceeding
  o an individual is suspected of an infraction of University policies and regulations, or federal, state or local law
  o if a state or federal agency requests the data as part of an authorized investigation
  o during the course of problem resolution

Advance approval by the Information Security Office, or University Counsel is required for all such monitoring.

Internet and Computing 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. 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. Because computing and network resources are shared and limited, individuals should use the systems responsibly in pursuit of academic and administrative functions, and in doing so, are not to infringe on the rights, integrity or privacy of others or their data. In using the computing systems and network, individuals and groups must abide by standards of lawful and ethical behavior.

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 obscene or indecent material; no advertising material or promotional material for products or services; 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 userid 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 act in a manner that will cause harm to the network.

You agree not to send spam, chain letters, or other mass unsolicited mailings.

You agree not to advertise or conduct non-University business using university resources unless approved by an authorized University official.

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

Respectful Communication.
You agree to communicate only in ways that are kind and respectful. You agree to not intentionally access, transmit, copy, or create material that violates applicable laws or the University's code of conduct (such as messages that are pornographic, threatening, rude, 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 which 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 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.

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.

Penalty for Violation
Violations of this policy by students shall be treated as violations of the Code of Student Conduct and will be referred to the Office of the Vice President for Student Affairs for handling. Faculty and staff members who violate this policy will be subject to University disciplinary action. 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.

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.

Disciplinary Procedures and Sanctions

Weapons Policy
Possession of any weapon is prohibited on University property and at University sponsored events.

This policy applies to employees, students and individuals visiting or conducting business on University property.

For purposes of this policy, University property includes any property owned or leased by the University, including University owned vehicles. This policy also applies to off campus University sponsored events.

Weapon is defined as:
- Any device that shoots a bullet, pellet, flare or any other projectile, whether loaded or unloaded, including those powered by CO₂. This includes but is not limited to rifles, shotguns, handguns or other firearm, BB/pellet gun, flare gun, stun gun or dart gun and any ammunition for any such device. Any replica of the foregoing is also prohibited.
- Any explosive device including firecrackers and black powder.
- Any device that is designed or traditionally used to inflict harm including but not limited to any knife with a blade longer than three inches, hunting knife, fixed blade knife, throwing knives, dagger, razor or other cutting instrument the blade of which is exposed.

Weapons are not permitted to be stored on campus or in vehicles. Any weapon on campus in violation of this policy will be confiscated.

Violation of this policy by employees constitutes misconduct and may subject the offender to discipline including immediate termination.

Violation of this policy by students will be adjudicated in accordance with the Student Code of Conduct. Depending on the circumstances violation of this policy may subject the offender to discipline up to and including dismissal from the University.

Violation of this policy by individuals visiting or conducting business on University property will result in the individual being required to leave the University property or event as the case may be and may also result in the individual receiving a written directive to remain off of University property.

The University may refer any violation of this policy to appropriate law enforcement authorities.

Exceptions to this policy include:
- Members of Tulane University Departments of Public Safety who are regularly employed by the University and are required to carry a weapon in accordance with departmental policy. New Orleans Police Department officers hired to assist Tulane University Department of Public Safety. Private security
firms must obtain prior written approval from the Director of Tulane University Department of Public Safety before bringing any weapon on University property.

- A weapon, real or replica, used in connection with drill, public ceremony or a theatrical performance. Any federal, state or local law enforcement officer in the performance of his or her official duties.
- Prior written approval from the Director of Tulane University Department of Public Safety must be obtained when the weapon will be used in a University sanctioned academic course or club sport. For recognized club sports additional prior written approval must be obtained from the Assistant Vice President for Campus Recreation when the weapon will be used in sanctioned practices and/or tournaments and matches.

Zero Tolerance Violations

The following zero tolerance violations will result in immediate dismissal from the program without a refund:

- Possession or consumption of alcoholic beverages by any student.
- Being under the influence of, or intoxicated by, alcoholic beverages. Note that students who are determined to be emanating the odor of alcoholic beverages will be deemed, at the minimum, to be under the influence of alcoholic beverages for the purposes of these policies.
- Knowingly being in the presence of illegal drugs and/or alcoholic beverages.
- Supplying alcoholic beverages to any person on-campus, or to any summer program student while off-campus, regardless of location.
- Possession, use, sale, or distribution of illegal drugs and/or controlled substances.
- Possession, use, sale or distribution of drug paraphernalia.
- Being present where illegal drugs and/or controlled substances are also present, regardless of whether the student in question is the actual owner or possessor of such illegal drugs and/or controlled substances.
- Use of prescription drugs without a prescription.
- Any student found to have an unauthorized guest in the residence hall (this includes non-residential pre-college program students), regardless of the time of day during which the violation occurs, will result in immediate dismissal from the program.
- Any student who is away for a night without being signed out by a program counselor or without having received permission from the Office of Strategic Summer Programs, will be dismissed from the program.
- Possession, use, or storage of a weapon.
- Tampering with fire safety equipment, such as removing a fire extinguisher, smoke detector or any other fire safety equipment, and any conduct resulting in a fire alarm or fire. Such conduct may result in criminal action.
- Any activity or conduct, which endangers the safety, health or well-being of one’s self or others, including, but not limited to, throwing, dropping or ejecting of objects from University buildings.
- Three curfew violations.

Other violations potentially resulting in dismissal from the program without a refund:

- More than two unexcused absences will result in disciplinary review, parental notification, and any sanction up to and including, dismissal.
- Combined excessive unexcused absences and/or lateness may result in immediate dismissal from program without refund.
Honor Policy
Attending Tulane Pre-College Summer Programs implies assumption of full responsibility towards maintenance of the regulations and policies of Tulane University.

- Any student who knowingly encourages or supports a fellow student in violating any regulation or policy will be held responsible for a violation of the same regulation or policy.
- Any student found in violation of a regulation or policy may be referred to civil authorities or local law enforcement agencies if deemed necessary by the University.
- Where school property has been vandalized, maliciously destroyed, or misused, a replacement, maintenance, or repair charge will be assessed.
- If the University determines that a student poses an imminent danger to himself/herself, or to any other member of the Tulane community, the University may immediately remove the student, may order that the student be escorted from campus, and may direct Tulane University Police Department to issue and enforce an order banning the student from campus property.

Additional Violations
The following is a list of additional violations which will be treated on a case-by-case basis. Disciplinary actions for these violations is at the discretion of the Office of Strategic Summer Programs, specifically the Executive Director, and range from a warning to dismissal.

- Vandalism, malicious destruction or misuse of school or personal property. Including any posters, announcements, or decorations placed by residence hall staff.
- Theft or unauthorized possession of school or community property.
- Violent or threatening behavior including verbal threats toward other people.
- Unauthorized use of or entry to Tulane facilities.
- Any act of burning.
- Failure to comply with fire alarm evacuation procedures including remaining in any building when a fire alarm is sounding.
- Unauthorized room changes.
- One hour or more late for curfew.
- Use or possess unauthorized appliances.
- Hanging of tapestries or other large flammable items from ceilings, walls, etc.
- Excessively covering walls or doors.
- Building of lofts, platforms or other structures in student rooms.
- Failure to sign out with a Summer Program Counselor.
- Visiting any room assigned to another student.
- Giving false information to a University or program instructor, supervisor, Summer Program Counselor, or any other University or program official, either verbally or in writing.
- Exiting buildings via emergency exits during a non-emergency.
- Disrespectful behavior towards professional staff, faculty, or any other members of the community.
- Leaving a residence hall after curfew check.
- Failing to immediately sign in upon arrival to campus.
- Noise violations, including:
  - Violating quiet hours
  - Excessive noise at any time
- Removal of furniture from any room without permission from the staff.
• Talking on a cell phone outside a room after in-room curfew.
• Inappropriate displays of affection.