

Acceptable User Agreement

Box is a file storage and sharing platform that provides users with the ability to easily store access, and share files and folders anywhere they can connect to the Internet. As a user of the University's Box Service, you are responsible for all data and content that you upload to the Box Service or otherwise create using the Box Service (collectively, "Data").

In addition, YOU AGREE TO ABIDE BY THE FOLLOWING RULES IN CONNECTION WITH YOUR ACCESS TO AND/OR USE OF THE BOX SERVICE:

- By using the Box service provided by Columbia University, you agree to abide by Columbia University's [Acceptable Usage of Information Resources Policy](#).
- You agree that your usage characteristics and stored data are subject to review at any time by University information security staff for purposes of ensuring compliance with [University policies](#).
- University services should be used to conduct university business only. At the University, we use DLP scanning to identify protected data in order to ensure that this type of data is being shared in secure and compliant methods. Doing so supports overall University compliance with FERPA, HIPAA, PCI, and University policies.
- The University's Box Service is primarily for University purposes and as such will follow the same user provisioning and de-provisioning rules as other systems when an individual is no longer affiliated with the University.
- You will not share passwords or devices or otherwise authorize any third party to access or use the Box Service on your behalf.
- You will not engage in unlawful, fraudulent, or illegal activity, including unauthorized access or unauthorized use of the Box Service or any accounts, computers, or networks related to the Box Service.
- You will not attempt to access or view any information that you are not authorized to access or view.
- You will not use the Box Service to breach or violate any confidentiality obligations, security controls, or privacy requirements, including, without limitation, by collecting or harvesting confidential information.
- You will not use the Box Service to misappropriate or violate the rights of any third party, including, without limitation, using the Box Service to store, send, or make available materials

protected by intellectual property rights of third parties without the permission of the owner of the intellectual property rights, unless otherwise permitted by applicable law.

- You will not damage, disrupt, interfere with, diminish, or render inaccessible or unusable the Box Service, the Site or others' equipment or software or others' data, communications or use of the Box Service, or attempt to do so, or encourage or assist others to do so.
- You will not initiate a denial of service attack from or against the Box Service or release a virus, Trojan horse, worms, or other malware or spyware from or against the Box Service.
- You will not use the Box Service to perpetrate a hoax or engage in phishing schemes or forgery or other similar falsification or manipulation of data.
- You will not use the Box Service to abuse, harass, stalk, threaten, or otherwise violate the legal rights of others.
- You will not take any action that encourages or assists others in engaging in any acts prohibited under this Agreement (including, without limitation, providing others with the ability to access data they should not be able to access).
- You will abide by reasonable administrative directives issued by Columbia University and Box from time to time concerning the access or use of the Box Service.
- If you are found to be in violation of this Box Acceptable User Agreement, the University may take disciplinary action, including restriction of and possible loss of computing privileges or more serious consequences, up to and including suspension, termination, or expulsion from the University. You may also be subject to federal, state, and local laws applicable to the prohibitions set forth in this Agreement.
- If you have any questions about this agreement please contact the Chief Information Security Officer or the Columbia University IT or CUIT Service Desk.

