

MEDICAL MICRODEVICE ENGINEERING RESEARCH LAB

DAVE C. SWALM SCHOOL OF CHEMICAL ENGINEERING AT MISSISSIPPI STATE UNIVERSITY

Code of Conduct (Updated 27 May 2008)

By initialing next to each item, I agree that I have been properly informed of lab conduct policies. Furthermore, I agree to abide by all policies (and the intent that they embody) and to police others in the lab on the same code of conduct.

_____ 1) All computers provided to me are for research use and not personal use. All files, data, and all research related materials are the property of M.D. -ERL and are not to be removed from any computer at any time. Further, all files created must be cross-referenced in my lab notebook. All intellectual property remains the property of M.D.-ERL, must be accessible at all times to other M.D.-ERL personnel, and may not be used elsewhere without written permission from the PI.

_____ 2) I agree to not download software, music, photos, or video onto any of the lab computers or portable computers for any reason other than research. If the software is research related, I will obtain approval from Dr. Minerick prior to download.

_____ 3) The lab printers are for research related printing only. I agree to not use the printer for any personal or school related printing. The printer paper is also intended only for research related printing and I will not use it for personal reasons.

_____ 4) I will keep the lab free of debris (take out trash, etc) as well as keep my lab area clean including wiping down my bench at the end of each day, washing all of my glassware, and putting it away so that it is available for others to use.

_____ 5) I will label all materials / microdevices with my name, contents, concentration, and date. This will correspond with records in my lab notebook.

_____ 6) I will sign the disinfecting log after disinfecting my work area at the end of an experiment. Disinfection of the lab must occur daily and I will coordinate with my colleagues to make sure this daily task is split fairly among all in the lab. I understand it is my responsibility to consult with Kaela regarding my Decon Day.

_____ 7) Use of the microscope and other equipment in the lab requires signing the usage log. I agree to sign this log each time I turn on the equipment and will note any problems encountered and fluorescent bulb time.

_____ 8) I will maintain accurate, daily records of all activities and progress in the lab notebook provided. I will bring this to all meetings so that it can be reviewed with Dr. Minerick.

_____ 9) I will arrive on time to my scheduled work time and work diligently on my research while in the lab. If sick, I will notify Dr. Minerick before my absence.

_____ 10) Take responsibility / initiative: I understand that communication is my responsibility. I will respond to Dr. Minerick's requests (email, written, or verbal) within 24 hours unless another deadline is specifically communicated. Once a task is completed, it is my responsibility to communicate this to her (email, written, or verbal).

Signature _____ Date _____

Signature of Supervisor (Adrienne Minerick) _____

Background Information from ITS on Programs / Activities which are not allowed at MSU:

File sharing programs can:

- Allow the transfer of music, movies, images, games, and software, but usually not legally
- Activate your computer's file sharing services
- Bypass your firewall and expose your computer to all kinds of malicious threats

What should you do:

- Disable file and printer sharing
- Do not run peer-to-peer (P2P)/file sharing software
- Only use legal music download sites

Software Piracy

Software Piracy: The unauthorized use, reproduction, distribution, or transmission of copyrighted material such as downloading music from a file sharing application like KaZaA, Morpheus, BitTorrent, or LimeWire.

Acts of Piracy:

- Copying commercial software to sell or give to others
- Reselling the original software
- Making pirated software available to others via file sharing, warez sites, or auction sites such as eBay
- Uploading/downloading commercial software such as software that is not freeware or public domain
- Copying and/or distributing pirated software

Digital Millennium Copyright Act (DMCA):

- Protects copyrighted digital content
- You must have permission from the copyright holder to reuse, reproduce, or share copyrighted work
- Penalties: fines (\$3,000 - \$150,000 per infringement) and/or imprisonment