

Department of Biostatistics and Computational Biology
COMPUTING NETWORK SYSTEMS
“Code of Conduct”

The Department of Biostatistics and Computational Biology (BCB) computing resources are defined as all networks, processors, peripherals, software and supplies supported by BCB's Information Technology Administrators. An individual using the computing resources provided by BCB will need to be aware of, and abide by, each of the items below.

1. PC and UNIX Awareness / policy:

The standardization of a BCB wide platform has been established to simplify updates and continue the health of operation for the BCB user PC and UNIX workstations.

A. Standards of every PC on the BCB network.

1. **Operating Systems:** Windows XP or Windows VISTA.
2. **Anti Virus:** Sophos.
3. **Business Office Suite:** Microsoft Office 2003 Pro.
4. **Terminal Emulation:** Xwin32 & SSH.
5. **Internet Browser:** Microsoft's IE, Firefox or Netscape.
6. **Utilities:** SAS, WinZip, DBMS Copy and WS_FTP.

B. Standards of every UNIX workstation on BCB network

1. **Operating System:** Solaris 8 or Solaris 9
2. **Internet Browser:** Netscape 4.76
3. **Desktops:** CDE, Open Windows, Terminal
4. **Editors:** vi, joe, emacs

As new projects or job functions require additional software other than the above BCB standards, a request must be made to your Administrator who in turn will make a request for departmental approval. This applies also to things such as applications, control panel items, screen savers, etc. **Internet downloaded software or applications can be extremely dangerous! Damage to your workstation and others on the network can occur!**

These requests will allow a fair evaluation of your current job requirements, software/application needs and hardware requirements for the requested software or changes. After the evaluation, the Administrator will define the additional needs and costs and if appropriate and approved, proceed with the requested upgrade/installation. A similar request should be made to the Administrator for modification or removal of applications

If a "repair request" is necessary due to a user download, installation or deletion of software without a request through the Administrator, steps will be taken to reconfigure that workstation so that installation/deletion can not occur by anyone but the System Administrator.

Please do not save critical data to your local C: drive with the thought that nothing will ever happen to it. A nightly tape backup of our network based //Bio2/Home drive and project folders is running to protect our data. This procedure allows recovery for a folder or file that may have been deleted or corrupted.

DO NOT under any circumstances share your passwords or write them down! Your data is being saved to Bio2 and permission to this data needs to be kept in check. Although automated steps are in place to update your virus definitions and to scan your hard drives, each user is responsible for contacting the Administrator in the case of a virus warning message in their email or while working on files to determine their validity. This communication will allow the Administrator to take a pro-active approach toward virus threats.

2. Internet Usage policy:

Internet access via the BCB network is available for the following:

- Conduct of BCB related business.
- BCB business related research purposes.

Usage of Internet based entertainment such as continuous Internet based radio play is prohibited as this activity can affect the entire BCB network performance.

If internal staff/student/faculty abuse of the internet is suspected the suspect employee will be notified.

3. E-mail Usage Policy:

Our electronic mail system is set-up for BCB business enterprises and not for personal use or unrelated BCB business.

Other e-mail guidelines:

- A. If you currently subscribe to any non-work related lists, please have your BCB e-mail address removed promptly.
- B. If you receive e-mail from an unknown source, please (DO NOT OPEN) DELETE PROMPTLY!**
- C. Use "reply to all" only when necessary.
- D. When you receive an e-mail message with an attachment, please save it to the Bio2 drive and work with it from there. Then delete these e-mail messages promptly.
- E. Clean up and Delete e-mail messages that are no longer necessary on a regular basis. (i.e. after a meeting has occurred, the e-mails regarding setting it up.)

F. All e-mails should include a descriptive "subject" field. This is a common courtesy that makes it easier for users to read through their inboxes. Blank subjects are not acceptable.

G. In depth PC e-mail assistance is available on the Biostats PC Help web page at <http://www.urmc.rochester.edu/smd/biostat/Projects/Help/PC/index.html>.

3. Statement of Acknowledgment: All BCB employees must sign the attached Statement of Acknowledgment indicating that The Code of Conduct has been read, is understood and will be complied with.

Statement of Acknowledgment

I certify that I have read and understand The Code of Conduct of the Department of Biostatistics and Computational Biology, and that I will comply with it. Failure to comply with this document can, at the discretion of BCB, result in one or more of the actions outlined below:

- Verbal warning to employee.
- Written notice to employee.
- Action to be determined by employee's supervisor, and/or BCB management, on a case-by-case basis. Examples include: additional warnings; revocation or limitation of Internet privileges; restriction of shared network resources; etc.

Employee signature:	_____	Manager signature:	_____
Employee name:	_____	Manager name:	_____
Date:	_____	Date:	_____

(Original to be put in employee file, with copy to be given to employee.)