



Stanford University, School of Medicine SoM Code of Conduct for Shared Spaces

This code of conduct is based on 5 premises:

1. Treatment of others (fellow students, staff, faculty and visitors) must always be respectful
2. Treatment of this facility and all School of Medicine/University property must always be respectful
3. Each individual is responsible for his/her own personal possessions
4. Each individual is accountable for his/her own actions
5. Violations will have enforcement procedures

Shared Space Policy

This policy governs any shared space on campus, and applies to all Stanford University students, faculty, alumni, employees, and visitors. For the purposes of this policy, a student is defined as an individual registered in MD or graduate programs at Stanford, including PostDocs, Visiting students, and those attending other educational programs, such as the Physician Assistants Program.

- All trash must be disposed of in trash and recycle bins or removed from shared space.
- Disorderly conduct, disruptive behavior, vandalism, or any other violation of University Policy, the Student Conduct Code, State or Federal Law, or City Ordinance is prohibited in shared spaces.
- Permitting building access to unauthorized persons is strictly prohibited.
- All persons using shared spaces, including students and guests, must comply promptly and completely with the requests of University staff acting in accordance with their duties including, but not limited to, requests for identification, noise or activity abatement, or dispersal.
- While voluntary compliance with shared space policy is expected, where violations are found enforcement staff may, at their discretion, issue a warning or require any person or group of people to leave shared space for a policy violation and/or for exigent circumstances.
- All persons are responsible for informing their guests of all University policies in and out of buildings, and are accountable for the actions of their guests.
- All persons who violate other sections of this policy, or who fail to comply with Medical Center Security officers and other staff acting to enforce this policy, may face disciplinary action.
- Adhere to the following School of Medicine space policies:

- Lane Library's Study Space Policy
(http://med.stanford.edu/irt/edtech/policies/policy_study_spaces.html)
- EdTech's SUMC Space Reservation Policy
(http://med.stanford.edu/irt/edtech/policies/policy_classrooms.html)
- IRT's Computer Technology in Shared Spaces policy

Shared Space Policy Enforcement Procedures

Persons suspected of violating any shared space policy may be referred to the Office of the Dean and may face disciplinary action. Medical Center Security officers will patrol shared spaces regularly to promote adherence to the shared space policy. The following guidelines will be used:

- Individuals found violating policy or individuals who fail to comply with a request of enforcement staff acting in performance of their duties may be asked for personal identification and/or directed to leave the area.
- If proof of identity is not provided:
 - The individual may be escorted from University property as a trespasser.
 - The individual may be detained at the discretion of Medical Center Security officers in order to establish his or her identity.
- Reports of violations of shared space policies will be submitted to the Office of the Dean and will include the identity of the person involved.
- Individuals who violate state law or city ordinance on shared space may be subject to arrest by Medical Center Security officers or Stanford police.

Student Infractions Disciplinary Procedure

- 1st offense:
 - Students will be issued a warning from their affiliated Student Group (SMSA/BIOMASS) Discipline Committee.
- 2nd offense:
 - Access may be revoked to privileged areas, including but not limited to LKSC 4th floor, classrooms, lounges, fitness center, etc. for 1 week, 1 month, 1 quarter or permanently depending on severity of violation.
- 3rd offense:
 - Disciplinary action will be determined by the Senior Associate Dean for Medical or Graduate Education.
- Persistent offenses:

- Student Discipline Committee will revoke access of all students to the fourth floor for 1 week, 1 month, 1 quarter or permanently depending on severity and frequency of violations.

Reporting of Student Violations

- Violations should be reported as follows:
 - Facility/Building related: LKSC Building Manager (650-644-9028).
 - Audio/Visual: EdTech Med Scheduler (650-723-6952).
 - Computing: IRT (640-725-8000) or Lane Library (650-725-6831).
- The LKSC Building Manager forwards items to either the Student Discipline Committee (for minor infractions) or the Senior Associate Deans (for major infractions).
- At all times, students are subject to fines for damages/repairs, and subject to the SU Student Conduct Penalty Code (<http://www.stanford.edu/dept/vpsa/judicialaffairs/judicialprocess/pdf/penaltycode.pdf>).
- Severity of violations will be determined by Student Discipline Committee and approved by Senior Associate Dean for related student group.

Code of Conduct specific for LKSC Fourth Floor

1. **General:** Use of these facilities is subject to all items in the SOM Code of Conduct. In addition, the following areas are subject to additional regulations.
2. **Lounge/Kitchen:**
 - a. Any items left in common spaces are subject to disposal if left overnight, unless marked for a specific purpose.
 - b. Unlabelled contents of the refrigerators will be disposed of once a week.
 - c. Not to be used for Student organization meetings to the exclusion of other users.
 - d. Studying does not take precedence. Study rooms are available.
 - e. No posting of fliers. There will be a designated location in which fliers may be posted.
3. **Study rooms:** Students may use these rooms when they are vacant and/or have not been scheduled for other use.
 - a. Sign-ups will be taken up to one day in advance on the daily sign-in sheet posted outside of each room.
 - b. Groups can sign up for the spaces for up to six hours at a time on a first-come, first-served basis.
 - c. In group study spaces, multiple students have priority over individuals. If an individual is studying in a group space and a group would like to use the space, the group has priority.
 - d. If an individual is studying in a group space and another individual(s) wants to use the space to study as well, the space should be shared.
 - e. If a group is using a space designated for individual study and an individual wants to use the space, the individual has priority.
 - f. If a space is reserved by a group and is then left vacant for more than one hour, the reservation is forfeited and the room is free for another group's use.
 - g. Books and materials left in group spaces for longer than one hour can be set aside by incoming group.
 - h. Books and materials left in spaces for longer than 24 hours will be turned in to Lane Library's Lost and Found.
 - i. Spaces should be respected and left in good/clean condition. Most spaces have recycle bins for cans and bottles nearby. All trash and personal items should be removed when the room is vacated.
 - j. In rooms where there are whiteboards, please note that they will be cleaned daily. Groups may clean the whiteboard for their own use.

For information about group and individual study spaces, see the [Student Study Spaces](#) page.

4. Quiet room:

- a. No electronic devices of any sort can be used in this room, including cell phones.
- b. The only exception to this rule is the use of alarm clocks to wake sleeping students. Cell phones used as alarm clocks must be in airplane mode.

5. Med student space (computer room):

- a. For patient privacy reasons, non-medical students are not allowed, under any circumstances, into this space.

6. Classroom Equipment and Technology:

- a. Follow University's policies regarding computer use. Refer to Chapter 6 of the Admin Guide: <http://adminguide.stanford.edu/ch6contents.html>.
- b. Turn projectors off after use.
- c. Podium computers are for use by faculty, presenters and EdTech staff only.
- d. Video encoders are for use by EdTech staff only.
- e. Technical equipment, including microphones, may not be moved from one classroom to another except by EdTech staff. (NOTE: Microphones are set to different frequencies and will not work in adjacent rooms.)
- f. Furniture may not be moved from one classroom to another except by EdTech staff.
- g. Follow guidelines for proper use of self-capture.
- h. Only EdTech staff or hired contractors may touch classroom and security cameras.
- i. Doors that are on a card key security system must not be propped open.
- j. Passwords, lock combinations, and keycards should never be shared with others.
- k. Supplies should be used for intended activity only, and not taken for personal use.
- l. The space should be left as you found it (clean up after yourself).
- m. Please report equipment breakage appropriately. If it is not clear to whom it should be reported, the Building Manager should be contacted.

Adhere to Content Access and Appropriate Use Policy

(http://irt.stanford.edu/edtech/policies/course_content_access.html), in regards to viewing and storing course content on School of Medicine computers.