

42 Heilbronn - rules

We hope you are as excited to be part of the 42 Heilbronn adventure as we are. Aiming to make it as inspiring, unique and pleasant as possible, we will need your help! Together we can make 42 Heilbronn a place where everyone feels welcome and respected, and where great minds can make great things happen.

code of conduct

We set a few norms, rules and responsibilities that we ask you to adhere to, inspired by the Code of Conduct for Open Source Projects; adopted by more than four thousand open source projects. It is not a comprehensive list of things you can or cannot do. Rather, take it in the spirit in which it is intended – a guide to make 42 Heilbronn a place where you can be and become your best self.

We expect students to live by the code of conduct, and also to encourage others to do the same. If you believe someone is violating the code of conduct, point it out to them in a friendly way. If this doesn't work or you don't feel comfortable doing so, you can report it to one of the staff members.

- **Be respectful.** Number one rule is to always treat your peers, the staff, basically everyone in your life with respect. 42 Heilbronn must be a harassment-free experience for everyone, regardless of level of experience, gender, gender identity and expression, sexual orientation, disability, personal appearance, body size, ethnicity, age, religion or nationality.
- **Be friendly and patient.** Not all of us will agree all the time, but disagreement is no excuse for poor behaviour and poor manners. You will experience some frustration now and then, but we cannot allow that frustration to turn into personal attacks. We expect you to stay friendly and work it out in a capable and respectful manner. And also be friendly and patient with yourself.
- **Be considerate.** You will have to collaborate with a lot of different people, by reviewing other's work and/or working in a team. Decisions you make will affect other students, and you should take those consequences into account when making decisions. Be kind to others; we don't accept insults or putting people down, neither directly, through gossiping, offending facial expressions or gestures.
- **Be open and polite.** You will notice quickly that helping your peers makes you a better coder. Do not only wait to be asked for help, but be responsive and proactive. Remember that you are in this together; there is no competition. Harassment and other exclusionary behaviour are not acceptable. This includes, but is not limited to:
 - Violent threats or language directed against another person
 - Discriminatory jokes and language
 - Posting sexually explicit or violent material
 - Posting and/or sharing other people's personal information
 - Personal insults, especially those using racist, LGBTQ-phobic, or sexist terms
 - sexual attention on campus

- Advocating for, or encouraging, any of the above behaviour
- Repeated harassment of others. In general, if someone asks you to **stop**, then stop.
- **Be understanding.** Disagreements, both social and technical, happen all the time and 42 Heilbronn is no exception. It is important that we resolve disagreements and differing views constructively. Remember that we are all different and it is human to make mistakes, and blaming each other doesn't get us anywhere. Instead, focus on helping to resolve issues and learning from mistakes.
- **Be calm.** Remember that you are not the only one behind a computer. If you want to ask someone something, go see them. Calling or shouting is not accepted. Even though clusters are not silent rooms, do not do anything that you would not do in a public place.

Facility & surroundings

Building

- Our building on the Bildungscampus (Weipertstraße 8-10, 74076 Heilbronn) is where you are studying. To keep this place in a way that it supports learning and is clean, please make sure to follow these rules:
- After using the facilities, please clean up. Put all materials back where you found them and treat the building like it is your home. This includes putting all dirty dishes in the dishwasher, throwing away garbage and putting empty bottles in their correct place. If the surfaces of the counter become dirty, clean them. Also make use of the dishwasher (put stuff in, start it, clear it after it's finished, put the dishes into their respective place).
- Do not distribute flyers or hang posters in the building without asking for the permission of the staff first.
- If something gets damaged or destroyed, be honest about it and act directly by reporting it.
- You can eat in the community kitchen and the dining room.
- Everybody is responsible for cleaning up after themselves.
- If you bring your own food, store it in the fridges and label it with your name and a date, please take care of your stuff in respect of your peers.
- If something is empty or missing, approach the staff at the reception.
- The house rules for the whole "Bildungscampus" can be found [here](#).

Cluster and IT

- Our computers and all the technical equipment is the basis of your coding here. In order to keep everything functional and last as long as possible, please make sure to handle everything in the right way as following:
- Do not forcefully power down the computers. They are supposed to run 24/7.
- Do not unplug, move, disassemble, or damage any and all IT resources available at 42 Heilbronn.

- Do not access equipment which you are not authorized to. Both physically and remotely.
- Do not use identifiers and passwords from another user, with or without their approval.
- Do not hide your identity or impersonate another user when accessing 42 Heilbronn's IT resources.
- Do not use any and all IT resources in a way that can harm other users' studies or peacefulness.
- Do not eat and drink in the clusters. A closed bottle of water is tolerated on the floor or in your bag.
- Make sure that your behavior does not affect other student's ability to work. No shouting, no singing, no music from the speakers.
- Get a freshly cleaned keyboard and mouse from the closet and put them in the boxes after you have used them.
- Do not use the audio output on the back of the iMac to increase the durability of the devices. Please use an adapter or bluetooth.
- Do not download or distribute illegal files, warez, pornography on the 42 Network.
- Until further notice students are allowed to bring their own mice and keyboards from home with the following note:
 - **No "Clicky" / Loud Mechanical Keyboards**
 - If there is an issue caused by your peripherals, we will not provide support whatsoever.
 - If your peripherals end up damaging the equipment on campus, this includes the iMacs, you will be held accountable for it and can be billed for the damage caused on the machine.
 - You are responsible for them. If they break, get lost or stolen, 42 Heilbronn will not compensate you for anything.

Lockers

- 42 Heilbronn provides users with lockers free of charge for the storage of wardrobe and bags as well as personal belongings. No dangerous or hazardous objects may be stored in the lockers (see house rules).
- The staff as well as service providers commissioned by 42 Heilbronn have the right to check the lockers by opening them in order to ensure compliance with the storage prohibitions.
- Users may only use one locker at a time. Lockers are closed and opened exclusively with the 42 Card (campus card).
- In case of malfunctions of the locking process, the staff must be informed immediately.
- The locker can only be opened by staff in exceptional cases (e.g. fire, strong smell, malfunction). The contents of the locker can only be handed over after prior description and after legitimation by means of a photo ID and naming the locker concerned.
- There is no entitlement to the provision of a locker.
- Users are obliged to leave the lockers in a clean condition. Damage and contamination must be reported to the staff.

- The maximum period of use of the lockers is 7 days. The period of use cannot be extended.
- If the maximum period of use is exceeded, the locker will automatically be blocked and the cleared items can be collected from staff during opening hours within six months.

Access to building

- You will be issued an individually assigned multifunctional card (often called "Campus Card"), referred to as the "42 Card".
- In the event of a loss or damage for which you are responsible, the activation fee of a replacement card of EUR 20.00 is due.
- You ensure the safekeeping of the 42 Card and must immediately report the loss of the 42 Card to 42 Heilbronn in writing (hello@42heilbronn.de). After reporting the loss, the functions of the 42 Card will be blocked and from this point on you will be released from the risk of its misuse (e.g. by third parties). A new card will be issued afterwards.
- The 42 Card cannot be transferred. You are obliged to use the 42 Card exclusively personally, not to give it to third parties.

Hygiene

- Due to the Corona Pandemic we set up a hygiene concept for us to make sure everybody feels safe:
- If you don't feel well and you have symptoms of a respiratory infection, such as cough, runny nose and sneezing or fever, loss of sense of smell or other typical symptoms please stay at home and do not come to the campus. Please contact a doctor and check for further advice.
- Avoid physical contact: do not shake hands or hug when you greet people or say goodbye.
- Take hygiene precautions when coughing or sneezing: sneeze or cough into the crook of your arm or a tissue and then throw the tissue in a bin.
- Wash your hands regularly throughout the day with soap and water for at least 20 seconds like shown in the instructions provided at the sinks. Also make sure to use the provided disinfection dispensers.
- It is mandatory to wear a medical mask over mouth and nose except for the time that you are seated at your workplace on your own. If you lean over to your neighbor to talk you also have to wear a mask. While eating and drinking (obviously without a mask) you have to keep a distance of min 1.5m to other people. Also wear a mask while doing sports in the building.
- It is mandatory to use only your designated cluster. Mark your workplace with the provided card after use for disinfection. Feel free to use also the provided disinfection tissues for your own safety.
- The access to the spaceship is only possible with a verified antigen rapid test (no self-test) which has to be provided at reception on a daily basis. The tests are currently valid for 72 hours.
- The maximum number of people per room / area should not be exceeded.

Student terms

- [Here](#) you can find the student terms

Sanctions

To make 42 Heilbronn a safe, fun, and respectful environment, the staff and the security service has the right to intervene. The staff has the right to decide on the consequences when a student violates the norms, rules and responsibilities written in this document. In case you misbehave or violate the rules, 42 Heilbronn may impose a few hours of Community Service or - in severe cases - temporary suspension or exclusion. The staff has the exclusive right to assign a sanction.

- **Closed account:** In consequence of violating any rule, your account can be closed. A closed account prevents you from login into any device or service provided by 42 Heilbronn, and your access to the building is suspended. In most situations, a closed account will imply a Community Service. An email is automatically sent to you to notify you of your closed account and will feature a link to plan your Community Service. After your Community Service is planned, your account will be automatically opened back. In such a situation, it is tolerated to stay in the building until your Community Service is completed.
- **Community Service:** In consequence of violating any rule, you must do something in return for 42 Heilbronn. We call this 'Community Service': it includes but is not limited to cleaning the school and/or its surroundings, and helping the staff out or doing something benefitting other students. All tasks must at least contribute to 42 Heilbronn. If you do not show up to or are late for your Community Service (even 1 minute late), the Community Service will be doubled.
- **Suspension or/and exclusion:** In severe cases 42 Heilbronn has the right to suspend or expelled a student from the program, meaning he or she is no longer welcome in the building and his or her account will be closed. Severe cases include but are not limited to discrimination and violence towards students, staff and surroundings, or confirmed cheating. Only the disciplinary board, comprising the Director of 42 Heilbronn, Administrative Manager, Head of Learning and if necessary a fourth member (chosen according to the offense) can decide to suspend a student. Before a decision is made, the board will invite the student to hear their side of the story, possibly accompanied by one other student, if desired.
- **Situational sanctions:** In certain situations, a student could be ordered to perform specific actions, such as but not limited to apologizing to the offended party, or fix/replace anything damaged on purpose. Not performing these actions will lead to suspension or exclusion.