

Internal Rules

Introduction

We want everyone to feel safe, respected, and comfortable while they're here. Our school rules help keep things running smoothly and ensure that everyone can enjoy a positive environment.

The Rules

General Rules :

- Wear your badge at all times while on the school premises. No badge means no access.
- Respect others at all times (including peers, staff, security personnel, cleaning staff, restaurant employees, and drivers). Avoid using inappropriate language and be mindful of how your actions affect others.
- Smoking is only allowed in designated areas, not in front of the school or outdoor tables.
- Use the elevator only with permission from staff or the school doctor.
- Keep shared spaces clean, put things back where they belong (chairs, tables, equipment).
- Stay focused and active, no sleeping at school
- Keep toilets and all areas of the school, including clusters, labs, etc, clean.
- Bikes and motorcycles should be parked in the bike racks, not in the underground parking, which is reserved for cars only.

Clusters :

- Handle equipment responsibly. Don't unplug mice or keyboards, and keep mouse pads in place.
- Do not plug a jack cable directly into the iMac. Instead, use the USB ports with a compatible USB-to-audio jack cable for your audio devices.
- No food or drinks allowed, including water bottles. Placing water bottles under your legs is also strictly prohibited as it can damage the equipment if spilled.
- Keep your space tidy. Backpacks should be placed in designated areas, not on chairs, tables, or the floor.
- Playing games is forbidden in clusters.
- Don't leave your belongings unattended. If you are leaving for a while, take them with you. You are responsible for your own belongings.

- Don't leave (shoes, towels, etc.) in clusters or labs, etc.
- Don't use personal laptops inside clusters.
- Do not leave your sessions open. If you are leaving for a while, log out so other students can use the computers.
- E2 is a silent cluster, meaning no talking, headphones must be used, and phones should be on silent mode.

Meeting Rooms :

- Keep food and drinks outside, even a quick coffee isn't allowed inside.
- Meeting rooms are for focused work and meetings, not games.
- Keep the meeting room doors open.

Playgrounds :

- Have fun, but respect your peers who are working in the meeting rooms and clusters.
- Keep the music volume low in the playgrounds.
- Whether it's pool tables or puffs, treat everything with care and keep things in their designated areas.

Restaurant :

- Clean up after yourself. Everyone is responsible for tidying their own space.
- Don't move the furniture, keep tables and chairs in place.

Transportation:

- Respect the scheduled timings: The shuttle available every hour from 9 PM to 6 AM, with a break at 4 AM.
- Treat drivers with respect and follow their instructions.
- Keep the shuttle clean and don't leave personal belongings or trash behind.
- Avoid damaging any equipment inside the shuttle.

By following these rules, you're contributing to a positive environment for everyone.