

# ■ Wachemo University — Software Engineering Department

## ***Lab Room 109 / Section B / 3rd-Year Students***

### **■ Friendly Rules & Guidelines for a Great Lab Experience**

#### 1■■ Be on Time & Ready to Learn

- Please come to the lab on time — it helps everyone start smoothly.
- Bring what you need (notebook, pen, flash drive, etc.).
- If you're late, enter quietly without disturbing others.

#### 2■■ Keep It Cool and Respectful

- Let's keep our lab peaceful — avoid loud talking or noise.
- Always respect classmates, instructors, and lab assistants.
- No eating or drinking near the computers (our machines need to stay safe too!).
- Phones should be on silent — you can use them only for class-related tasks.

#### 3■■ Take Care of the Equipment

- Use only the computer assigned to you — no swapping without permission.
- Don't unplug or move cables and devices.
- Please don't install or delete any software unless your instructor says so.
- If something isn't working right, report it instead of trying to fix it yourself.
- Before leaving, log out or shut down properly.

#### 4■■ Keep It Clean & Safe

- Keep your workspace neat and clean.
- Throw papers or wrappers in the bin.
- Be careful with wires so no one trips.
- In case of power failure or emergency, follow your instructor's directions.

#### 5■■ Attendance & Participation

- Attend all lab sessions — every one counts!
- If you can't come, let your instructor know early.
- Missing several labs without a reason may affect your grade or access.

## 6■■■ Work Honestly & Independently

- Do your own work — copying or sharing code is not allowed unless it's a group task.
- Learn from each other, but submit your own version.
- Always give credit if you use other people's ideas or code snippets.

## 7■■■ Submitting Your Lab Work

- Submit your assignments on or before the deadline.
- Follow the naming and format rules given by your instructor.
- If something goes wrong (like a system error), inform your teacher immediately — honesty always helps.

## 8■■■ Internet & Network Use

- Use the internet for classwork and research only.
- Avoid downloading movies, games, or large files that slow down the network.
- Stay away from any sites that aren't appropriate for school use.

## 9■■■ If Rules Are Broken

- A gentle warning will be given first.
- Repeated issues may lead to losing lab privileges or grade marks.
- Any damage caused intentionally may require repair or replacement costs.

■ **Remember:** "The lab is our shared space to learn, build, and create — let's keep it respectful, clean, and fun for everyone!"