

JIS ACCESS CODE OF CONDUCT

The Access Code of Conduct outlines the expectations JIS has for anyone who is granted the privilege to access campus. The consequences of failing to meet these expectations may include having access privileges (JIS ID Cards and/or vehicle stickers) restricted or withdrawn.

Some of the following regulations are relevant to all campuses, and some are specific only to the CIL & PIE campuses.

1) RESPECTFUL & ROLE MODEL BEHAVIOUR

- a) Everyone on campus is expected to demonstrate respectful behavior to everyone else on campus.
- b) Adults have the additional responsibility to demonstrate role model behavior to children.

2) SAFETY & SECURITY IS EVERYONES RESPONSIBILITY

- a) If unsafe behavior is observed everyone has the responsibility to act and intervene in order to prevent harm to people, or damage to infrastructure.
- b) Everyone has the responsibility to report an accident, near miss incident or security incident.

3) RESPECTFUL SPORT SPECTATOR BEHAVIOUR

- a) Sport is for personal development and fun. Show individual and team support by making only positive comments. Refrain from using negative or abusive language, gestures and behavior.
- b) Be courteous to opposing teams. Without them there would be no games.
- c) Show respect for the judgment and integrity of coaches, referees and officials.
- d) Be gracious in victory, accept defeat with dignity, and show compassion for all participants.
- e) Acknowledge fields, courts, and equipment as the players domain during the games.
- f) Monitor the safety of children in the bleachers, and keep bleachers clean by using trash bins.

4) RESPECTING OUR NEIGHBOURS

- a) Local residents travelling along the small kampung cemetery road (Gg. Salak Putih) located between the crossing point between PIE & CIL always have right of way.
- b) Cars may not be parked in driveways of local residents.
- c) The intersection of Jl. Sekolah Duta I and Jl. Duta Indah III outside PIE gate is not a safe location for vehicles to stop and pick-up or drop-off passengers. School buses, faculty cars and staff motorcycles pass through this intersection as they travel towards PIE gate. Cars that stop at this intersection block the intersection causing traffic to be delayed entering PIE gate. The local residents strongly object to the traffic congestion blocking this intersection. The resulting tension causes unnecessary harm to the relationship with our neighbours.

5) VIOLENCE FREE CAMPUS

- a) Weapons are not to be brought onto campus.
- b) Violence is strictly not tolerated.

6) SMOKING FREE CAMPUS

- a) Smoking is prohibited anywhere on campus, except for in the officially posted designated smoking areas:
 - i) Under the facilities building in CIL
- b) The sale of tobacco products on campus is prohibited.

7) DRUG FREE CAMPUS

- a) Drugs are not to be brought onto campus.

8) RIGHT OF WAY

- a) Cars must always give way to pedestrians, bicycles & school buses.
- b) Pedestrians have right of way, even if walking unsafely in the wrong location.
- c) Local residents travelling along the small kampong cemetery road (Gg. Salak Putih) located between the crossing point between PIE & CIL always have right of way.

9) SEATBELT

- a) Everyone in the vehicle must always wear a seatbelt when the vehicle is on campus and moving.

10) JIS VEHICLE STICKER

- a) The JIS car sticker must be stuck to the inside of the front windscreen, at the lower right hand corner of the driver side.
- b) The JIS motorcycle sticker must be stuck at the front of the motorcycle, where it can be easily observed.
- c) All expired JIS vehicle stickers must be removed.

11) SCHOOL BUSES

- a) Gates are often closed to other vehicles when school buses enter and depart campus. Please be patient.

12) ROAD SIGNS

- a) All campus road signs must be followed.

13) SPEED LIMIT

- a) The maximum speed limit inside campus is 15 km / hr.

14) SECURITY CHECKS

- a) Everyone inside the vehicle must show JIS ID card (if issued) when entering the campus gates. Inform guards if you have a visitor (with no JIS ID card) in your vehicle.

- b) When entering and departing from campus all car windows must be opened so that the guards can easily observe inside the car.
- c) Security checks are conducted on vehicles entering campus. This may require for the engine to be turned off, the engine compartment to be inspected, all doors opened, and for bags and boxes inside the vehicle to be opened and inspected. Some procedures are deliberately random and security checks may change without notice.
- d) Instructions from guards must be followed. The regulations they enforce have been endorsed by Head of School.
- e) Do not argue with guards. If you disagree with instructions from guards calmly follow their instructions, and then contact Head of Risk Management.

15) PASSENGER PICK-UP & DROP OFF

- a) No person is permitted to be dropped-off or picked-up outside any gate. Everyone arriving by vehicle is to be dropped-off or picked-up safely inside campus.
- b) Passengers can only be picked-up and dropped-off inside campus at the designated drop-off and pick-up locations.
- c) At the designated drop-off and pick-up locations passengers can only be picked-up and dropped-off at the kerb, not in the middle of the road, or on the driver's side of the road where other cars pass by.
- d) The car must stop moving before passengers can open the doors and get in or out of the car.
- e) The driver is not to alight from the vehicle, except if it is to assist with the safety of a passenger, or to assist a passenger in a difficult circumstance (e.g. passenger with baby stroller). Drivers are not to alight from the vehicle to open and close doors for able bodied passengers.
- f) The driver must move the vehicle to the front of the drop-off pick-up area. This is to ensure that the maximum number of cars behind the vehicle can use the drop-off pick-up location at the same time.
- g) During busy times cars will be allowed to wait for passengers for only 15 seconds before they will be asked to move on and conduct another lap on the internal roads. Passengers need to be alert and ready for pick-up.
- h) Deliberately driving extremely slow in order to delay arriving at pick-up location is not allowed. This frustrates other drivers and passengers who are organized and ready to be picked-up.
- i) No double parking in pick-up drop-off areas. Keep the outside lane free so that other vehicles can pass by.

16) WALKERS PASSES

- a) For safety and security reasons students with Walkers Passes are not to walk to or from a vehicle parked outside of JIS. Walkers Passes are for walking between home and campus.

17) MOTORCYCLES

- a) Motorcycles with a JIS sticker can only enter campus at the PIE gate (Jl. Duta Indah III), Simatupang gate and Don Bosco gate. Motorcycles can only exit at Simatupang and Don Bosco gates. The only exceptions are motorcycles ridden by police or security guards in uniform.
- b) Motorcycles with a JIS sticker can park inside campus in the PIE motorcycle parking area, or outside Terogong gate in the JIS motorcycle parking area.
- c) Motorcycle riders and their passengers must demonstrate role model behavior to students and wear a helmet when travelling to and from campus.

18) STUDENTS RIDING MOTORCYCLES

- a) Students seeking approval to ride a motorcycle to and from campus can make a request to Head of Risk Management.

19) STUDENTS DRIVING CARS

- a) Students are not permitted to drive a car on campus. Students seeking special permission to drive a car on campus can make a request to the Head of Risk Management.

20) TAKING PHOTOS & VIDEOS

- a) It is not permitted to take photos of security infrastructure such as gates, fences, guards and checkpoints. Please remember not to have security infrastructure in the background of your photos.
- b) The geotagging feature on smart phones needs to be disabled before taking photos. This is because the embedding of geotags in photos taken with smartphones reveals the exact location the photo was taken. This feature can be disabled as follows:
 - i) For iPhones: Settings > Privacy > Location Services > Camera > Off
 - ii) For BlackBerry 6.0 & 7.0: Camera > Location > Disabled
 - iii) For Android 4.2: Camera > Settings > GPS Tag > Off
 - iv) For other smart phones information can be found by searching on the internet

21) FAILURE TO FOLLOW REGULATIONS

- a) Incidents where drivers or passengers do not respect guards, local residents, access regulations, pedestrian safety, or road safety rules will be investigated.
- b) The consequence of not following this Access Code of Conduct may include having access privileges restricted or withdrawn.