

SAFETY IN THE COMPUTER LAB

Always Remember: Safety First!

These guidelines are important. It is possible to do serious damage in the Computer Lab- both to yourself and to some expensive equipment. Please, follow these guidelines!

In the Computer Lab...

- A student is obliged to adhere to the timetable of computer classes. Enter and leave the computer lab in time.
- If you want to leave the computer lab you should inform your informatics instructor
- **Playing computer games during the lessons is strictly prohibited.**

Protecting Yourself:

- It is allowed to work on PC only with closed cover of computer components.
- To avoid cases of short circuits and fires overcoats, bags and other personal belongings should be placed on a chair or on a coat rack.
- Be aware of the emergency exits and the location of fire extinguishers.
- Keep the optimal eye-to-screen distance at about 60-70 cm
- Periodically glance away from the screen. Staring at a computer monitor for too long will strain your eyes.
- Work duration on video terminals during the day should not exceed 3-4 hours.
- Don't sit in front of the computer all day. It is not your friend, it's just a tool! Get out and exercise, chat with your mates, and have a life!
- Maintain correct posture to ease your back.
- Keep the noise level in a minimum.

When working inside of a computer case...

- Don't attempt to touch any live wires. High voltage can kill!

- Don't open the computer's power supply or monitor. There is nothing inside that can be repaired except by a professional, but there are many things that can injure you.
- Watch out for sharp metal edges!

Protecting the Equipment:

In the Computer Lab...

- Always shut down the computer via Windows' Start button
- Please, no food or drink near the computers!
- Use a surge protector to keep excess electric power from damaging your computer
- A student ought to save the software, computer hardware, network and computer settings in the computer lab.
- When using USB-Flash, be sure to check it for viruses.
- Excessive heat can damage the computers. Please ensure that the room temperature stays cool.
- Replacement can damage some computer components
- Always have at least two copies of all your important files, in case the worst happens!
- Turn off the computer when you do not in use.
- In case of emergency shutdown of the computer you should notify your instructor.
- It is prohibited to touch screen with your hands, pen and other items.

When working inside of a computer case...

- Be aware of static electricity! The mild shock that would startle you can destroy the sensitive electronics inside of a computer.
- Keep dust away from the computers. This can cause short circuits