

# COMPUTER MAINTENANCE ETHICS AND HUMAN ISSUES

## Lesson Objectives

1. State the safety measures to be taken when working with the computer.

## Safety Measures

Safety measures are the safety rules that are needed to be applied in a computer lab that protects the students and the computers themselves.

Protecting the computer consist of the following procedures to prevent unwanted programs from installing, unauthorized users from spying on private data and accidental visits to dangerous networks that contain viruses and spyware.

## Safety measures for the computer users

1. Blink your eyebrows frequently to reduce dryness.
2. Take frequent short breaks when performing repetitive tasks.
3. Shake your hands periodically when typing for extended period of time.
4. Adjust your chair settings to adapt your body to the proper height and lumbar support.
5. The top of your eyebrows should be level with the top of your screen.
6. Reduce the need to reach for items by moving frequently used things such as telephones and files closer.

## Safety rules in the computer lab

1. Surge protectors: a surge protector is used to protect computers from electrical surges that can damage components and destroy important information. Plug surge protectors into the wall outlets only. And avoid plugging one surge protector into another. This can diminish their effectiveness.
2. Liquids: keep all liquids away from computers and electrical equipment in the lab. Spilling liquids can cause an electrical fire outbreak.
3. Personal information: a computer lab is not the place for students to enter their personal information on websites. Discourage students from logging on to social networking websites.
4. Static mat: place every lab computer on a static mat, and make sure students are anchored to the mat through an antistatic wristband and cable before using the computer.
5. Moving equipment: when moving computers within the lab, be sure to look out for cables on the floor to avoid tripping. Unhook all equipment from the computer before moving anything, and be sure all equipment is unplugged from power outlets.