

Computer Ethics

1. Don't use computer more than 2-3 hours a day.
2. Don't insert any hard drive in computer with bug.
3. Dust out your computer every six months.
4. When using your computer maintain usage of anti-virus software.
5. Don't open pornographic sites.
6. Don't use the computer in bed.
7. Don't use computer that can harm others.
8. Don't use your computer to steal.
9. Don't let your computer stay open for a whole day or even longer.
10. Don't regulate cybercrime laws.

Computer Occupational Health and Safety

1. Adjust the backrest of your chair to fully support your lower back, and sit well back into the chair.
2. Adjust the seat height until your forearms are horizontal and wrists straight while using the keyboard. Bring the keyboard close to the edge of the desk just leaving enough room for a gel filled wrist rest if you want one or to rest the heel of your hands. Avoid- pushing your keyboard forward to keep papers in front of it. If you do this you will probably lean forward to reach it and your back will no longer be supported by your chair. Do not rest your wrists on the edge of the desk or bend your hands up at the wrist. Keep a soft touch on the keys and do not overstretch your fingers. Place the mouse right beside the keyboard so that you do not have to stretch - use a mouse mat with a gel filled wrist rest if you wish.
3. When you have the seat height right, if your feet do not rest comfortably on the floor use a footrest – get a purpose made one or a suitably sized box.
4. The screen should be approximately arm's length. Adjust the height so that your the top of the screen is at eye level when sitting upright and looking straight ahead. If you need to look at the keyboard to type the screen can be lowered to avoid repeated neck movements. Adjust the angle of the screen to suit your sitting height.
5. Do not lean over to read documents. Use a document holder, and place it beside the screen at the same distance, height and angle as the screen.
6. Position the workstation so that windows or lights are not in the same ahead line of sight - sit sideways to windows, and use blinds to cut out unwanted light. Avoid any remaining reflections from windows or lights on the screen by adjusting the screen angle.
7. Adjust the brightness of the monitor screen to suit the lighting conditions in the room. Note that for persons with light sensitivity who require low screen lighting - this can be difficult to achieve on some flat screen models - consult your DSE assessor if this is the case.
8. If there is a flicker or any other deterioration of the image on the screen, make adjustments or report the matter for repair.
9. Keep the screen clean.
10. Maintain your workstation neat and organized.