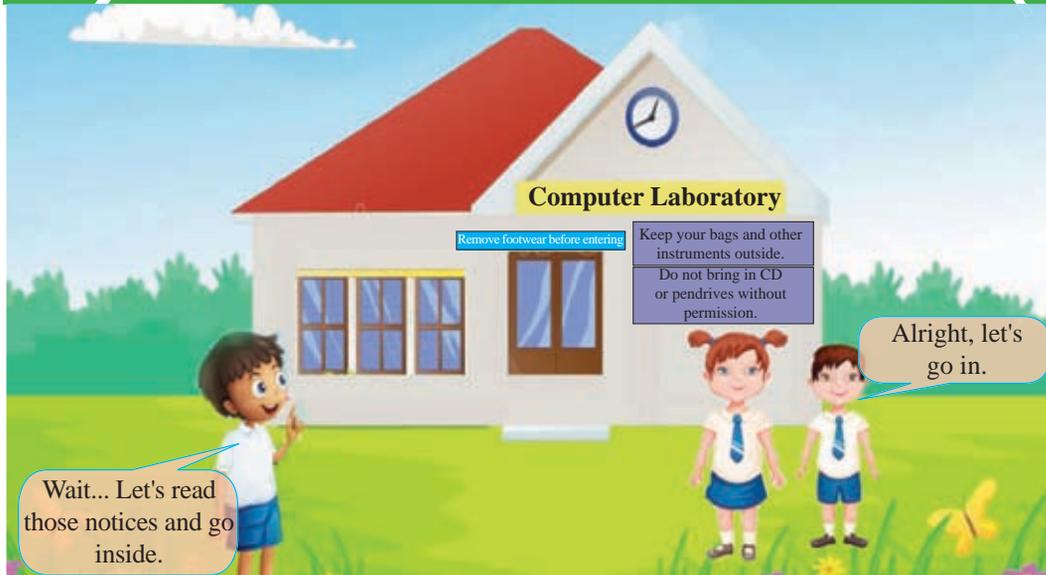




2

Use the Computer Laboratory Safely

2.1 Let's Identify the Computer Laboratory



I welcome all of you to the computer lab. This computer lab is a valuable resource in our school. Since you all are new to this place, you need to know about this computer lab and how to use it well.

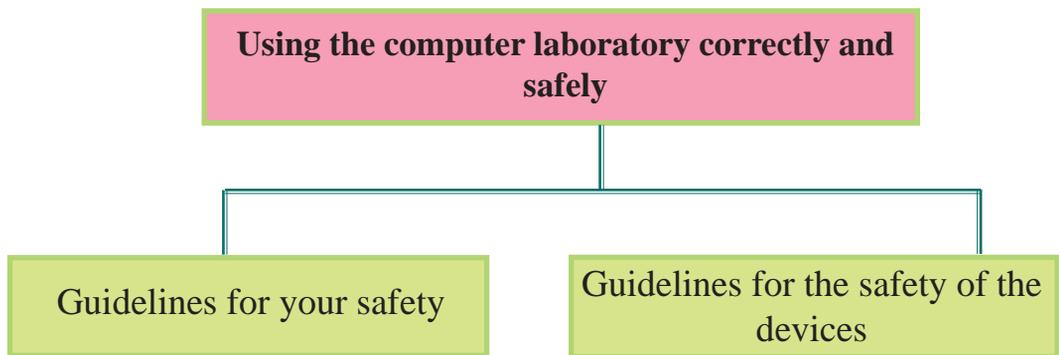
Computers and other accessories have been installed in the computer laboratory. Printers, scanners, multi-media projectors are some of them.

Computers and other accessories in a lab are expensive and valuable. A large amount of money have to be spent to repair a device, if it is damaged or to replace a new one. Therefore, it is your responsibility to use them properly and keep them safe.



Figur 2.1 - A Computer laboratory

2.1.1 / Let's use the Computer Laboratory Correctly



For your safety



Be careful when you touch devices such as wires and sockets that are connected to electricity.



Should be aware of the exit doors of the laboratory.



Should be aware of fire extinguishers if any.

Avoid running and playing inside the computer laboratory.



For the safety of the devices



Do not supply power to devices without correct instructions.



The laboratory and all the equipment should be kept clean and dust-free.



All the equipment must be switched off properly after use.



The used equipment should be placed in the proper place.



Footwear should be removed and placed outside the laboratory.



Avoid taking food, water or other liquid into the laboratory because they may damage the equipment.



Virus scanning should be done when connecting external storage devices such as flash drives to the computer.