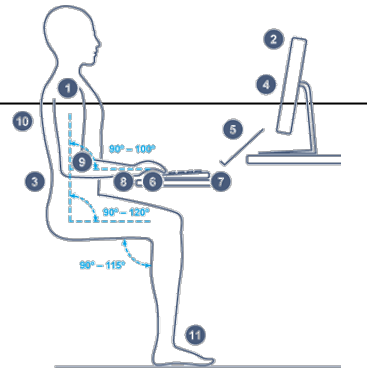


Ergonomics & Hardware



1. Ensure you have a comfortable layout of computer equipment and notebooks or texts.
2. Surfaces should be kept neat to avoid accidental bumping of equipment or blocking ventilation
3. The best monitor position is 55cm to 66cm (22 to 26 inches) from yourself and at a height level with your eyes.
4. Sit straight up and place feet flat on the floor. Keep thighs parallel to the floor and do not cross legs.
5. Where possible, use small area lights rather than bright overall lighting. Do not place lights directly behind or in front of you. You can also reduce screen glare by using a filter attached to the monitor.
6. For keyboarding, position the body so that it is centered on the G and H keys. Place the elbows slightly away from the sides in a relaxed position. Keep the wrists straight and in position just above the keyboard. Ensure that the keyboard is at a height enabling the lower arms to form a 70- to 90-degree angle with the upper body.
7. Relieve long periods of computer use with breaks involving stretching and movement. Do not spend longer than 2.5 hours without taking a 15-minute break from computer use.



AT ALL TIMES, IF IN DOUBT,
SEE YOUR TEACHER

I have read and agree to the above rules for Ergonomics and Hardware and will follow these rules and procedures at all times.