Title:	Dos and Don'ts with the computer		
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Submission Date:		Approval Date:	
		REF No:	
Brief Description:	This lesson teaches the students what they should do with the computer, what they should avoid doing and what they absolutely must not do.		
Goal:	The students will learn to use a computer in a responsible and courteous way. The student will learn how to: 1) share a common resource, 2) have correct posture while using the computer, and 3) be safe while using the computer.		
Pre-requisites:	Knowledge of parts of a computer		
Duration:	1 – 2 classes. However, we expect these issues will be revisited as and when the teacher notices that a student's behaviour is not appropriate.		
Resources:	http://www.cybersmartcurriculum.org		

Lesson Content:

In this lesson we will deal with:

1.Safety aspect
- Do not touch power cords.
- Make sure that the power cords are well insulated. If you see any tear, report to teacher.
- Do not put any objects in the CD drive, or any outlet meant for external devices.
- Do not eat or drink near a computer since liquids can cause shorts.
- Make sure that wires and cords are not easily accessible by students.

2.Social aspect
- Take turns when using keyboard or mouse.
- Do not eat or drink at the computer.

- Use headphones whenever possible when playing music, video or games that have sounds. Or, keep the sound low.

3.Health aspect
- Keep your eyes at least a foot from the monitor.
- Make sure you are not looking up or down at the monitor. Keep your neck as straight as possible.
- After 10 min. of using the computer, move your eyes and neck. Stretch your hands and fingers if you are using the keyboard or mouse.
- Keep the loudness of the speakers at a comfortable level.
- When typing on the keyboard or using the mouse, make sure your wrist is in a comfortable position.

4.Technical aspect
- Turn on or off a computer only when asked to.
- When turning off a computer, make sure all CDs are taken out and no games, music or movie is running.
- Only use the programs the teacher has approved of.
- Do not move any icon on the desktop to the trash.

We recommend making a poster with the dos and don'ts and putting it up in a prominent place near the computers.

Lesson Plan:

It is best to teach this lesson as an active, student centered, discussion. You can conduct the discussion such that the points mentioned in the lesson content come from the students themselves. You can add any other pertinent points brought out during the discussion.

When you have the list, write it down on a large poster sheet and pin it up near the computer(s). (You can use some of the illustrations from worksheet exercise number 1.)

Materials:
Poster 1: These are things **not to do**.
Picture of a live unplugged power cord (i.e., power cord connected to wall socket and left dangling)
Picture of a torn power cord
Picture of food and drink near computer

Picture of a child tripping on a wire or power cord

Poster 2: These are things **to do**.
Picture of correct posture when using a computer.

Review: 5 – 10 min.
Revise parts of a computer with the students, if necessary.

Activity:
Safety: 10 min.
● Lead the students to the items in the Safety aspect.
  ● Ask students "what makes the computer run?" If they answer that it needs to be plugged in, you can proceed to the next step. If not, ask them to think of other things that need power to run, e.g., TVs.
  ● Ask if the students know what dangers are associated with power cords and power outlets.
  ● Show them the picture of a dangling power cord.
  ● Show them the picture of a frayed or torn power cord.

● Write down the summary on the black board.

Social: 10 min.
●Lead a discussion on appropriate team behaviour – sharing, giving space, taking turns, not crowding, pushing, pulling, etc.
●Write down the summary of discussion on the black board.

Health: 20 min.
●Show students the proper way to position the neck when viewing the monitor. Or, demonstrate with a student.
●Show students the proper way to position wrist when using the keyboard and mouse.
●Show students simple eye and neck rotations and stretching.
●Talk about how loud sounds can damage our ears.
  ■Start an audio or video program on the computer and show them the appropriate sound level on the computer.
  ■Show them how to use head phones, if you have them.
●Pin up Poster 2 as a reminder.

Technical: 10 min.

●Discuss with them why the icons are arranged as they are – so it is convenient for everyone to use.

●Ask them what would happen if they moved it – make it disappear into the trash. Ask if they can still use the game or video associated with the icons.

●Show them how to turn off the computer, and also, how to turn it on. Emphasise that the teacher must be told every time the computer is to be turned on or off.

Evaluation: *Use parts of the work sheet to evaluate if students have understood. Teacher needs to watch students use the computer and correct any errors or misbehaviour.*

Work Sheet:

1. Discuss what you see in the pictures below. If it shows the correct way to use a computer, enter a tick mark in the box. If it shows the wrong way to use a computer, mark it with an X.
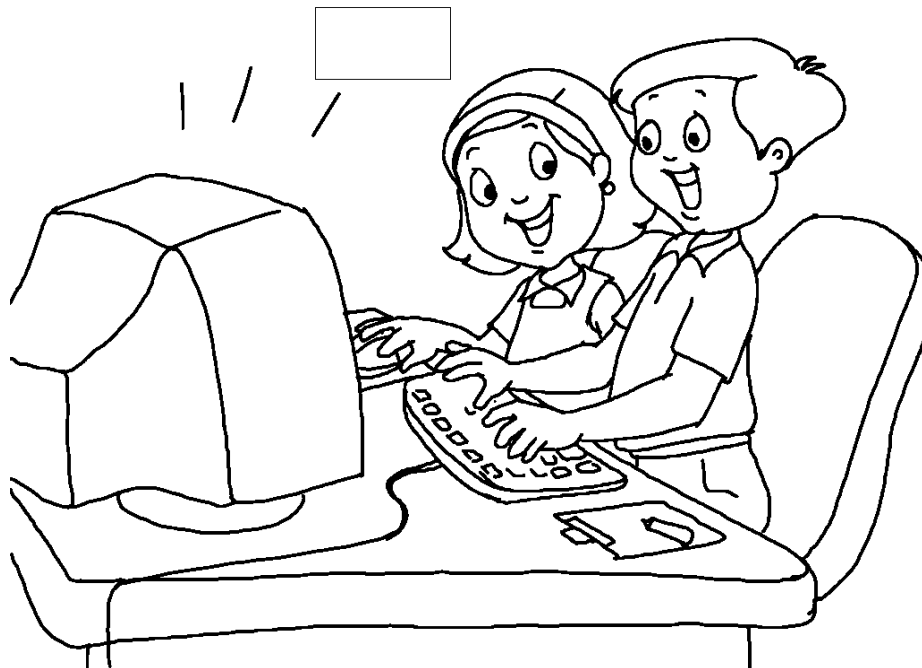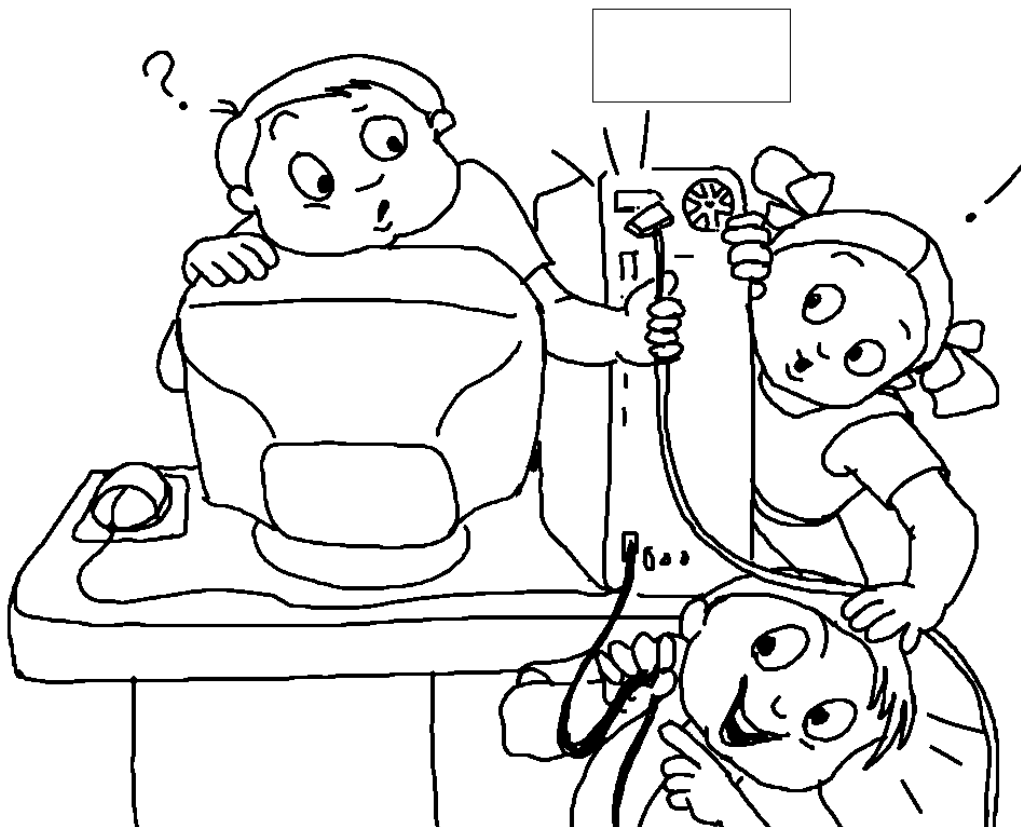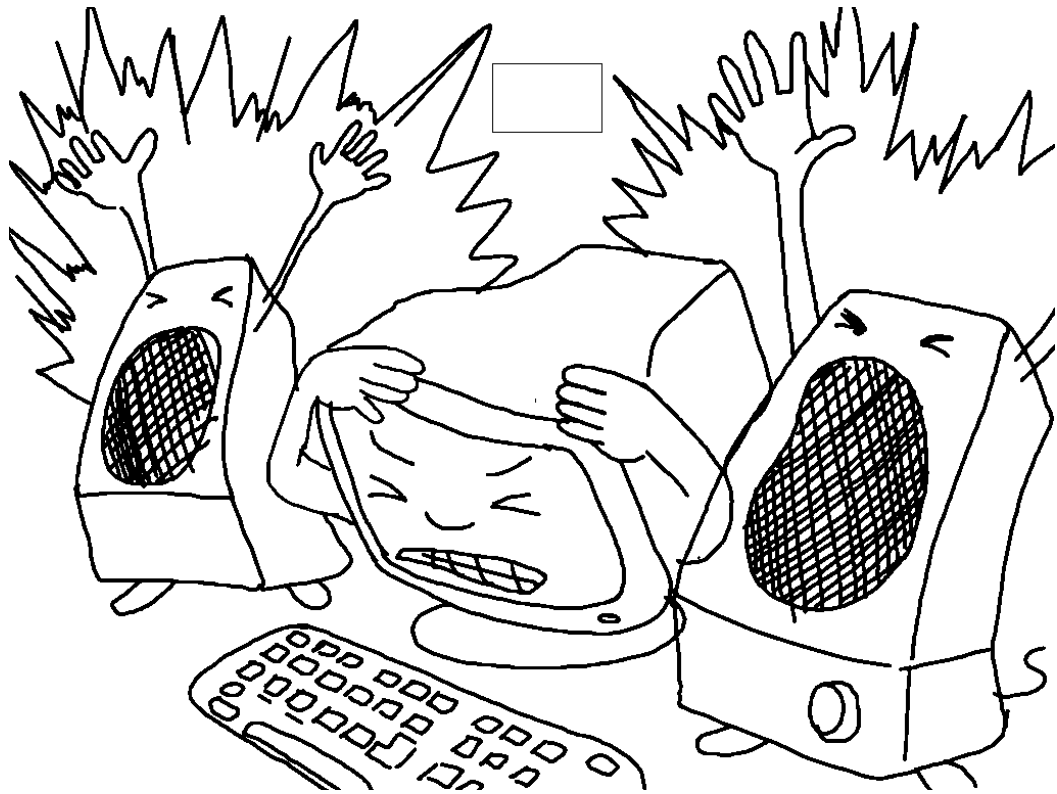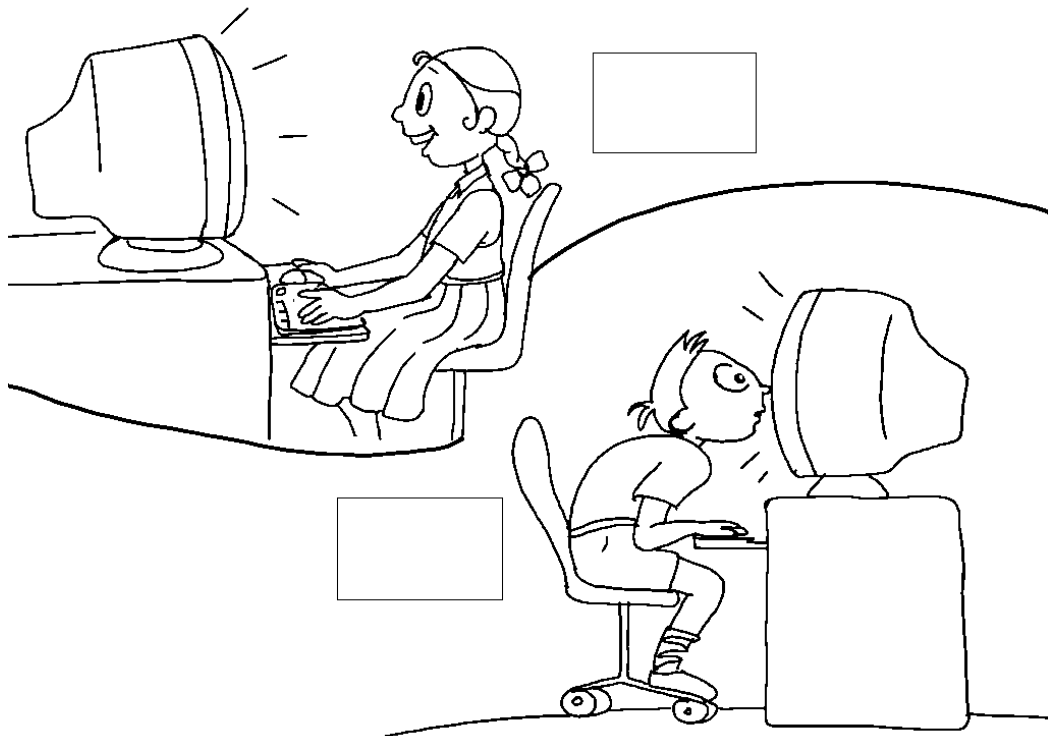
a.

b.

4
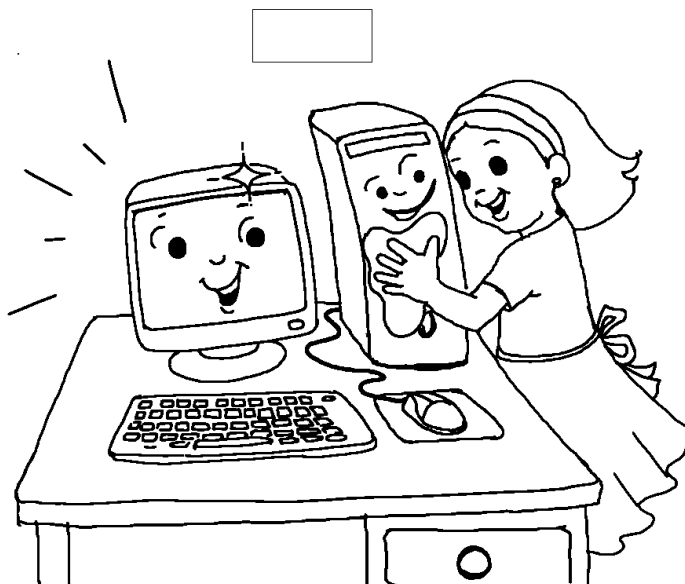
c.

d.

e.

f.

g.

2. Do as an oral exercise with the class:

1.You must not eat and drink near a computer (True or False).

2.What makes the computer run?

3.Pair up the students and ask them to show eye and neck exercises to each other.

4.Loud sounds can damage your _____ , so we should keep the volume on the speaker _____.

5. Discuss why you should not move around icons. How will this trouble others who have to use the computer?

Additional illustrations: