

Netbook Safe Usage Guidelines for Teachers and Parents

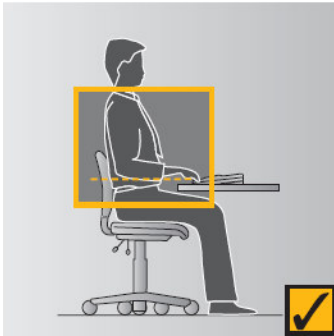
Introduction:

As with all laptops and computers of a portable nature, Netbooks are designed to be used in a wide variety of situations and environments. Due to their portability, there are a number of things you can do to use Netbooks safely and effectively. In doing so, you will be improving the learning environment and outcomes for students.

Purpose:

The purpose of this document is to provide a resource for teachers and parents supervising students using Netbooks. This information aims to provide guidance on the safe use of Netbooks in a number of different settings.

General Guidance:

Duration of Usage:	<p>There are no defined time limits with regards to portable computer usage. For the purposes of this guideline however:</p> <ul style="list-style-type: none"> ▪ Sustained usage may be continuous work periods of 30-60 minutes ▪ Extended usage may be continuous work periods of >1 hour
Posture:	<p>Promoting and encouraging suitable posture during Netbook use is a key factor in preventing injury and promoting a healthy learning environment. It is important to ensure students maintain good posture, with a particular focus on their:</p> <ul style="list-style-type: none"> ▪ Back ▪ Neck and Shoulders ▪ Arms and Forearms ▪ Wrists and Hands 
Awkward Postures	<p>Sustained or Extended use while adopting awkward postures is generally not recommended. For the purposes of this document, awkward postures may include:</p> <ul style="list-style-type: none"> ▪ Sitting on the bed ▪ Sitting cross legged ▪ Standing, sitting and leaning against a wall with laptop on flexed knees ▪ Kneeling ▪ Lying supine ▪ Side lying ▪ Slouching whilst seated ▪ Resting laptop on hand / arm ▪ Sitting on floor with laptop on a desk or chair
Rest breaks	<p>It is generally recommended that rest breaks are taken for at least 5 minutes for every 30 minutes of Netbook use.</p>
Stretches/ exercises	<p>Regular breaks should be combined with some approved stretches and exercises. Eye exercises and visual rest should be used to assist in preventing eye strain. <i>E.g Look at an object 10 metres away for 20 seconds</i></p>

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Environment Specific Guide:

Classroom		
General	Avoid Sustained or Extended usage while adopting awkward postures. Where Extended usage is to be undertaken, a suitable desk and chair setup (as pictured above) should be provided	
Hazards	Ergonomics	<ul style="list-style-type: none"> ▪ Where possible, regularly rotate between Netbook, paper and teacher-based activities ▪ Where possible, regularly rotate between typing-based and browsing tasks ▪ Where Netbook usage exceeds 30 minutes of continual work encourage short rest breaks (5 minutes for every 30 minutes) including stretching and exercises
	Lighting/ Glare	<ul style="list-style-type: none"> ▪ Provide sufficient lighting ▪ Arrange work areas so that reflections and sun glare do not cause a visual disturbance. Use blinds where available
	Electrical	<ul style="list-style-type: none"> ▪ Make sure that cables are managed appropriately and a sufficient number of power outlets have been provided ▪ Ensure that electrical safety tags are current
	Slips, trips and falls	<ul style="list-style-type: none"> ▪ Make sure that cables are not causing a trip hazard. Wall mount or use obtain cable covers where appropriate
Home		
General	Avoid Sustained or Extended usage while adopting awkward postures. Where Extended usage is to be undertaken, a suitable desk and chair setup (as pictured above) should be provided	
Hazards	Ergonomics	<ul style="list-style-type: none"> ▪ Where possible, regularly rotate between Netbook and paper-based activities ▪ Where possible, regularly rotate between typing-based and browsing tasks ▪ Where Netbook usage exceeds 30 minutes of continual work encourage short rest breaks (5 minutes for every 30 minutes) including stretching and exercises
	Lighting/ Glare	<ul style="list-style-type: none"> ▪ Work where lighting is most sufficient, or provide additional lighting. ▪ Position work area so that sun glare does not cause a visual disturbance. Use blinds where available
	Electrical	<ul style="list-style-type: none"> ▪ Make sure that cables and power outlets are managed appropriately ▪ Make sure that Netbook is turned off when not in use and appropriately stored overnight
Out-of-class, Free time or Excursion (Includes transit)		
General	Avoid Sustained or Extended use while adopting awkward postures. Extended usage whilst mobile is generally not recommended	
Hazards	Ergonomics	<ul style="list-style-type: none"> ▪ Make sure that the Netbook is appropriately stored for carriage ▪ Make sure that the designated bag/carry-case is used at all times
	Electrical	<ul style="list-style-type: none"> ▪ Make sure that only permitted power outlets are used
	Slips, trips and falls	<ul style="list-style-type: none"> ▪ Make sure that cables are not causing a trip hazard