Computer laboratory rules and regulations

A computer laboratory or computer room is a room specially created for keeping computers and other peripheral devices. Some computer laboratory rules and regulations are:

1. The computers and all their peripherals must be arranged in an orderly manner.

2. Food and drinks should not be brought into the computer room.

3. Maintain a good sitting posture.

4. There should be no smoking in the computer lab.

5. Computers should be properly shut down and covered after use.

6. There should be no running, fighting or noise making in the computer room.

7. So not change the settings in the computer system.

Responsible ways of using the computer and the internet

1. Always endeavour to check your email regularly.

2. Give prompt and polite response to emails.

3. Avoid downloading files from unknown sources to prevent virus attack.

4. Avoid food particles dropping into the system.

5. The computer should be connected to the UPS to avoid system breakdown.

Reasons for taking care of the computer

1. To avoid damage to files

2. To protect the system.

3. To make the user comfortable for maximum efficiency.

4. To avoid fire outbreak.

5. To make the system work effectively.

Assignment

1. List three other responsible ways of using the computer and internet.

2. List two other reasons for taking care of the computer.