Subject: ICT
Unit 1: Health, Safety and Ethics
Lesson 2: Safety Precaution and Proper Care of Computer Equipment
Presented by: Varun CHINTAMUNNEE

Slide 1	Unit 1 Health, Safety And Ethics — Lesson 2 Safety precautions when using ICT tools. Guidelines for proper care of computer equipment — ICT GRADE 7	
Slide 2	**Presenter on screen** Hello students. Welcome to a new video lesson in the ICT for grade 7 series. In this lesson we are going to talk about safety and care. Let us start by looking at the objectives for today's lesson	**[Presenter on screen]** Hello students. Welcome to a new video lesson in the ICT for grade 7 series. In this lesson we are going to talk about safety and care. Let us start by looking at the objectives for today's lesson
Slide 3	**Lesson Objectives** 1. Adopt safety precautions when using ICT tools. 2. Guidelines for proper care of computer equipment.	**[Presenter narrates off screen]** [Objective 1] It is very important to adopt some safety precautions when you are in the computer lab. When we say safety, it concerns your safety as a user of ICT tools in a computer lab but also, the safety of your classmates, educators and other users of the lab [show picture of lab full of students] [Objective 2] We must not only keep people safe but we must also take good care of computer equipment. [Presenter] Let us start by talking about safety precautions we need to adopt when using ICT tools. Before we talk about precautions let us see which hazards exist in a computer lab. [next slide]
Slide 4	**Presenter on screen** Let us start by safety precautions we need to adopt when using ICT tools. Before we talk about precautions let us see which hazards exist in a computer lab.	Let us start by safety precautions we need to adopt when using ICT tools. Before we talk about precautions let us see which hazards exist in a computer lab.

Slide 5	**Safety hazards in a computer lab** 1. Electrical hazards 2. Tripping over trailing wires 3. Injury caused by heavy equipment falling 4. Risks of a fire outbreak.	There are four main safety hazards in a computer lab. These are: First - Electrical hazards Second - Tripping over trailing wires Third - Injury caused by heavy equipment falling and Fourth - Risks of fire a outbreak. Let us consider each safety hazard one by one and discuss the cause of these hazards We will also see which precautions we need to take to prevent each hazard [slide 4]
Slide 6	**Electrical Hazards** **Risk of users getting electric shocks**	**[Presenter narrates off screen:]** The first hazard is that of electrocution i.e. a user runs the risk of getting an electric shock Let us see how this may happen [slide 5]
Slide 7	**Electrical Hazards** • Cause: Damaged power sockets • Precaution: Do not switch on the computer if the power socket is damaged.	**[Presenter narrates off screen]** Cause: Damaged power sockets Precaution: Do not switch on the computer if the power socket is damage
Slide 8	**Electrical Hazards** • Cause: Faulty equipment or Bare wires • Precaution: Immediately report any faulty or malfunctioning equipment to your teacher	**[Presenter narrates off screen]** Cause: Faulty equipment or Bare wires Precaution: Immediately report any faulty or malfunctioning equipment to your teacher
Slide 9	**Electrical Hazards** • Cause: Spilling drinks over computer equipment • Precaution: Keep food and drinks away from electrical equipment	**[Presenter narrates off screen]** Cause: Spilling drinks over computer equipment Precaution: Keep food and drinks away from electrical equipment
Slide 10	**Electrical Hazards** • Cause: inserting objects in the system unit or trying to open it while the computer is ON • Precaution: Never open electrical devices because you are not trained for this.	**[Presenter narrates off screen]** Cause: inserting objects in the system unit or trying to open it while the computer is ON Precaution: Never open electrical devices because you are not trained for this.

Slide 11	**Trailing Wires** **Risk of users falling by tripping over trailing wires** 	**[Presenter narrates off screen]** The second hazard is the risk of users falling by tripping over trailing wires Not only can computer lab users get hurt, but equipment can also be damaged.
Slide 12	**Trailing Wires** • Cause: Long connecting cables lying on the floor • Precaution: Place cables in cable ducts or cable raceways or even under carpets	**[Presenter narrates off screen]** Cause: Long connecting cables lying on the floor Precaution: Place cables in cable ducts or cable raceways or even under carpets
Slide 13	**Trailing Wires** • Cause: Unnecessary wires not connected to any equipment • Precaution: Remove wires that are not needed	**[Presenter narrates off screen]** Cause: Unnecessary wires not connected to any equipment Precaution: Remove wires that are not needed
Slide 14	**Injury / Damage caused by heavy equipment falling** **Can seriously hurt lab users and cause damage to equipment** 	**[Presenter narrates off screen]** The next hazard is that of heavy equipment falling and hurting people in the computer lab Many items of computer equipment: System units, monitors, printers are very heavy; It can be a cause of serious injury if they fall on people
Slide 15	**Injury / Damage caused by heavy equipment falling** • Cause: Equipment placed too close to table edges • Precaution: Make sure that all equipment is strongly secured and is positioned away from the edge of desks and tables.	**[Presenter narrates off screen]** Cause: Equipment placed too close to table edges Precaution: Make sure that all equipment is strongly secured and is positioned away from the edge of desks and tables.
Slide 16	**Injury / Damage caused by heavy equipment falling** • Cause: Unsuitable table/desk used to hold computer equipment. • Precaution: Use specially made strong tables that can easily support the weight of heavy computer equipment.	**[Presenter narrates off screen]** Cause: Unsuitable table/desk used to hold computer equipment. Precaution: Use specially made strong tables that can easily support the weight of heavy computer equipment.

Slide 17	**Risk of a fire outbreak** **Can hurt lab users and damage expensive equipment**	**[Presenter narrates off screen]** The last hazard we are going to discuss today is that of a fire outbreak ICT devices require electrical power to function. Incorrect use of electrical equipment may cause overheating and start a fire.
Slide 18	**Risk of a fire outbreak** • Cause: Too many devices plugged into a single power socket • Precaution: Do not plug too many devices into the same power socket. • The computer lab must have plenty of power sockets.	**[Presenter narrates off screen]** Cause: Too many devices plugged into a single power socket Precaution: Do not plug too many devices into the same power socket. The computer lab must have plenty of power sockets.
Slide 19	**Risk of a fire outbreak** • Cause: Leaving devices switched on and unattended for long time • Precaution: Turn off the computer when you have finished your work	**[Presenter narrates off screen]** Cause: Leaving devices switched on and unattended for long time Precaution: Turn off the computer when you have finished your work
Slide 20	**Risk of a fire outbreak** • Every computer lab should be equipped with a fire extinguisher in case of any mishap.	**[Presenter narrates off screen]** Every computer lab should be equipped with a fire extinguisher in case of any mishap.
Slide 21	**Presenter on screen** So these were some safety precautions you need to adopt when using ICT tools. Let us have a quick recap of what we just learnt.	**[Presenter on screen]** So, these were some safety precautions you need to adopt when using ICT tools. Let us have a quick recap of what we just learnt.
Slide 22	Recap☺ Recap☺ Recap☺ Recap☺ Recap☺ Recap **Safety precautions to adopt when using ICT tools** 1. **To prevent Electrocution** •Keep drinks away from computer equipment. •Report malfunctioning equipment to your teacher. •Never try to open up an electrical device. ecap☺ Recap☺ Recap☺ Recap☺ Recap☺ Reca	**[Presenter narrates off screen]** To prevent Electrocution Keep drinks away from computer equipment. Report malfunctioning equipment to your teacher. Never try to open up an electrical device.

Slide 23	Recap☎ Recap☎ Recap☎ Recap☎ Recap☎ **Safety precautions to adopt when using ICT tools** **2. To prevent tripping over cables** • Place cables in cable ducts, cable raceways or under carpets • Remove unnecessary wires Recap☎ Recap☎ Recap☎ Recap☎ Recap☎	**[Presenter narrates off screen]** To prevent tripping over cables Place cables in cable ducts, cable raceways or under carpets Remove unnecessary wires
Slide 24	Recap☎ Recap☎ Recap☎ Recap☎ Recap☎ **Safety precautions to adopt when using ICT tools** **3. To prevent heavy equipment from falling** • Place computer away from table edges • Use strong desks and tables Recap☎ Recap☎ Recap☎ Recap☎ Recap☎	**[Presenter narrates off screen]** To prevent heavy equipment from falling Place computer away from table edges Use strong desks and tables
Slide 25	Recap☎ Recap☎ Recap☎ Recap☎ Recap☎ **Safety precautions to adopt when using ICT tools** 4. To prevent fire hazards • Computer lab must have sufficient number of power sockets • Do not plug too many devices into one socket • Always have a fire extinguisher in the computer lab Recap☎ Recap☎ Recap☎ Recap☎ Recap☎	**[Presenter narrates off screen]** To prevent fire hazards the computer lab must have a sufficient number of power sockets Do not plug too many devices into one socket Always have a fire extinguisher in the computer lab
Slide 26	**Presenter on screen** Now let us have a quick test to check how well you have understood the lesson You will see a statement on screen. Read it and answer by TRUE or FALSE. Here we go.	**[Presenter on screen]** Now let us have a quick test to check how well you have understood the lesson You will see a statement on screen. Read it and answer by TRUE or FALSE. Here we go.
Slide 27	**Quick Test** **1. We can open the system unit to check why it is not working.** **TRUE** **FALSE** ①	**[Presenter narrates off screen]** Of course, its FALSE Firstly there is a risk of electrocution secondly, you are not trained to do this.
Slide 28	**Quick Test** **2. It is not dangerous to have loose cables lying on the floor.** **TRUE** **FALSE** ①	**[Presenter narrates off screen]** FALSE again Loose cables may cause lab users to trip and fall

Slide 29	**Quick Test** 3. Wires not connecting any devices must be removed. TRUE FALSE 1	**[Presenter narrates off screen]** TRUE, Unnecessary wires must be removed
Slide 30	**Quick Test** 4. A damaged power socket can cause electrocution. TRUE FALSE 1	**[Presenter narrates off screen]** TRUE, using damaged power sockets can be very dangerous
Slide 31	**Quick Test** 5. Computer equipment can be placed on any table. TRUE FALSE 1	**[Presenter narrates off screen]** FALSE, because computer equipment is heavy it must be placed on strong tables
Slide 32	**Quick Test** 6. Computer equipment must not be placed too close to table edges. TRUE FALSE 1	**[Presenter narrates off screen]** TRUE, equipment placed too close to table edges can fall and get damaged Or hurt lab users
Slide 33	**Quick Test** 7. We can plug only 5 devices to a power socket. TRUE FALSE 1	**[Presenter narrates off screen]** FALSE This may cause overheating and start a fire
Slide 34	**Quick Test** 8. Every computer lab must have a fire extinguisher. TRUE FALSE 1	**[Presenter narrates off screen]** TRUE. We never know when we may need one. [Part 2] **Presenter on screen:** I hope you got all your answers correct. Now we come to the second part of this lesson. In this part we will explain how to take proper care of computer equipment.

Slide 35	**Presenter on screen** I hope you got all your answers correct. Now we come to the second part of this lesson. In this part we will explain how to take proper care of computer equipment. Computer equipment is expensive. So it is a good idea to know how to take care of it. Check out our guidelines.	**[Presenter on screen]** I hope you got all your answers correct. Now we come to the second part of this lesson. In this part we will explain how to take proper care of computer equipment. Computer equipment is expensive. So, it is a good idea to know how to take care of it. Check out our guidelines.
Slide 36	**Taking care of computer equipment** 1. Keep food and drinks away from computer equipment. • Drinks may spill over and damage keyboards • Food crumbs attract bugs and insects	**[Presenter narrates off screen]** Every computer lab should be equipped with a fire extinguisher in case of any mishap.
Slide 37	**Taking care of computer equipment** 2. Never switch your computer ON and OFF too quickly. • Always wait at least 2 minutes before switching a computer ON again	**[Presenter narrates off screen]** Every computer lab should be equipped with a fire extinguisher in case of any mishap.
Slide 38	**Taking care of computer equipment** 3. Do not use computers during heavy rains and lightning strikes. • This may cause power surges which may completely damage computer equipment	**[Presenter narrates off screen]** Every computer lab should be equipped with a fire extinguisher in case of any mishap.
Slide 39	**Taking care of computer equipment** 3.Install an antivirus on your computer. • An antivirus will protect important files in your computer. • Always scan external devices such as pen drives for viruses before use.	**[Presenter narrates off screen]** Every computer lab should be equipped with a fire extinguisher in case of any mishap.
Slide 40	**Taking care of computer equipment** 4. Computers must be kept in a well ventilated room • This will prevent damage of computer equipment from overheating	**[Presenter narrates off screen]** Every computer lab should be equipped with a fire extinguisher in case of any mishap.

Slide 41	**Presenter on screen** So these were some simple easy to follow tips. Taking proper care of the computer will ensure that everybody at school gets to use it for many years. Here is a summary of guidelines for proper care of equipment.	**[Presenter on screen]** So, these were some simple easy to follow tips. Taking proper care of the computer will ensure that everybody at school gets to use it for many years. Here is a summary of guidelines for proper care of equipment.
Slide 42	Recap☎Recap☎Recap☎ Recap☎ Recap☎ Reca **Taking care of computer equipment** 1.Keep food and drinks away from computers. 2.Unplug your computer during lightning strikes. 3.Install an antivirus on your computer. 4.Keep computers in well ventilated rooms. cap☎ Recap☎ Recap ☎ Recap ☎ Recap ☎ Recap	[Recap part 2] **[Presenter narrates off screen]** Keep food and drinks away from computers. Unplug your computer during lightning strikes. Install an antivirus on your computer. Keep computers in well ventilated rooms. Now Let us have another quick test to check how much you grasped from this second part. We will have another TRUE/FALSE exercise. Let us start.
Slide 43	**Presenter on screen** Now Let us have another quick test to check how much you grasped from this second part. We will have another TRUE/FALSE exercise. Let us start.	**[Presenter on screen]** Now Let us have another quick test to check how much you grasped from this second part. We will have another TRUE/FALSE exercise. Let us start.
Slide 44	**Quick Test** **1. We can only drink water when using a computer.** TRUE FALSE ①	**[Presenter comments off screen:]** This statement is FALSE because NO liquids are allowed when using computers.
Slide 45	**Quick Test** **2. Switching the computer ON/OFF quickly may cause it to malfunction.** TRUE FALSE ①	**[Presenter comments off screen:]** TRUE, Unnecessary wires must be removed
Slide 46	**Quick Test** **3. The computer must be switched OFF during lightning storms.** TRUE FALSE ①	**[Presenter comments off screen:]** FALSE, An Antivirus program will protect a computer system from viruses

Slide 47	**Quick Test** 4. An antivirus program will protect the computer from insects and bugs. TRUE FALSE ①	**[Presenter comments off screen:]** This statement is FALSE because NO liquids are allowed when using computers.
Slide 48	**Quick Test** 5. Computers are placed in well ventilated rooms to prevent overheating problems. TRUE FALSE ①	**[Presenter comments off screen:]** FALSE, An Antivirus program will protect a computer system from viruses
Slide 49	**Presenter on screen** Well done!!! With this we come to the end of this lesson. I hope you enjoyed it. Until we meet for another lesson, I wish you all plenty of success in your studies. Goodbye [end]	**[Presenter on screen]** Well done!!! With this we come to the end of this lesson. I hope you enjoyed it. Until we meet for another lesson, I wish you all plenty of success in your studies. Goodbye
Slide 50	ICT GRADE 7	**[END]**