

Chapter 3

Computer Etiquettes

What is Etiquette -

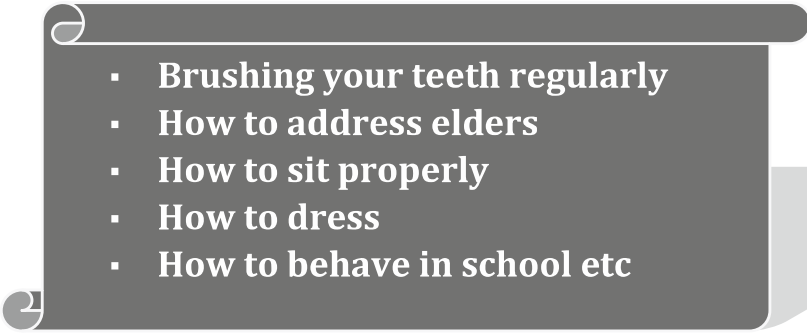
Etiquette (/ˈetɪkət/ or /ˈetɪkɪt/, French: [e.ti.kɛt]) is a code of behavior that delineates expectations for social behavior according to contemporary conventional norms within a society, social class, or group.

- Wikipedia

In the more layman terms for the non-French speaking folks. *Etiquette* will be pretty much linked to the English words

- “manners”,
- “courtesy”, and
- “common sense”.

Welcome to a guide on basic computer etiquette. Like in the *real world* where **you have learnt etiquettes like**

- 
- Brushing your teeth regularly
 - How to address elders
 - How to sit properly
 - How to dress
 - How to behave in school etc

Similarly when we deal with **computers**, we should **follow basic computer etiquettes like**

- 
- Ask For Permission
 - Respect Privacy
 - Watch Where you are
 - Still communicate with humans

ASK FOR PERMISSION

If it is your own computer, please feel free to do whatever you like with it. But when it comes to using computers that are not your own, ask for permission first.

RESPECT PRIVACY

Even though people may give you permission to use their computer, that does not mean you are free to look through their files, emails, Internet browsing history, and use their social media accounts.

WATCH WHERE YOU ARE

- Like to **talk loudly** on the phone or on computer?
- Like to **blast the music** wherever you go?

Sure, but have an awareness of your surrounding. Just don't disturb other people around you. Use the headphone if you must answer an emergency call at quiet public spaces.

STILL COMMUNICATE WITH HUMANS

Being behind a computer screen or phone doesn't make one less nor more human. It only means there is a human behind the screen.

Being aware of surroundings is a good thing. If someone is talking to you while you are working on computer, do acknowledge and respond.



You might have worked on computers before. Or you might also have seen someone else working on computer.

Look at the picture and Imagine you are workign on computer in this posture. What all problems you might face. Select all your observations below.



- ☐ • Neck Pain
- ☐ • Sholder Pain
- ☐ • Incomplete Work
- ☐ • Back Pain
- ☐ • Eyestrain
- ☐ • Distraction
- ☐ • Wrist Pain

So Should You use your computer in this Posture ?

Yes

No



Computer Etiquette Continue....

Now that you know how does a computer look like. Let us know the correct sitting posture.

-  **Monitor:** Adjust distance and top height of the monitor at the eye sight level and slightly tilted.
-  **Arms:** Relax your shoulders. Forearms should be parallel to the floor and wrist should be minimally bended.
-  **Chair:** Should have a backrest and armrest. Adjust the height such that the back should be straight and arms should be parallel.
-  **Legs:** Thighs should be parallel to the arms and the floor.
-  **Feet:** Parallel to the floor.
-  **Break:** Take a small break every 30 mins. Get up and have a small walk or perform stretching exercises.



You should practice similar Etiquette while working with computers in standing position or doing your school homework.



Computer Stretching Exercises

You just learnt about “*computer ergonomics*” in the last page.

But let us agree to the fact that we all love to use and work on computers from our comfort zone either at our bed or elsewhere. We may not always follow the computer etiquettes.

So always “**Take a Break**” and do some “**walk**” or “**Stretching**” after **30 mins** of your computer use.

Practice These Exercises Now !

