

1. Ergonomics and Healthy Posture

1.1. Proper Sitting Position

When you're using a computer, it's important to sit the right way. Your back should be straight and supported by the chair. Keep both feet flat on the floor, and your knees should be at a 90-degree angle, like when you're sitting in a chair at a table. Make sure your bottom is all the way back in the chair, and avoid slouching!

1.2. Screen Height and Distance

Your computer screen should be right in front of your eyes, at about eye level, so you don't have to bend your neck up or down. Make sure you can see the screen clearly without squinting or leaning forward. You should sit about an arm's length away from the screen.

1.3. Taking Breaks

It's not good to sit for too long without moving. Every 20-30 minutes, stand up, stretch, or walk around for a bit. Moving your body helps you stay healthy and makes sure your muscles don't get too tight from sitting too long.

2. Eye Safety and Screen Time Management

2.1. The 20-20-20 Rule

When you use a computer for a long time, your eyes can get tired. To help them rest, use the 20-20-20 rule: every 20 minutes, look at something 20 feet (6 metres) away for 20 seconds. This helps your eyes take a break from focusing on the screen.

2.2. Limiting Screen Time

It's important to limit the amount of time you spend on screens, like watching TV, playing video games, or using a computer. Too much screen time can hurt your eyes and make you tired. Try to keep screen time (outside of schoolwork) to about 1-2 hours a day.

2.3. Blinking and Lighting

When you're looking at a screen, remember to blink often! It might sound silly, but blinking keeps your eyes moist and comfortable. Also, make sure the room is well-lit but not too bright. Avoid using screens in a dark room or under direct sunlight.

3. Cyberbullying and Online Respect

3.1. What is Cyberbullying?

Cyberbullying is when someone is mean to another person online, such as through text messages, social media, or games. It can include sending hurtful messages, spreading rumours, or making fun of someone. Even though it's online, it still hurts people.

3.2. Being Kind Online

When you're online, always treat others the way you would like to be treated. It's easy to forget that real people are behind the screen. Say kind things, support others, and avoid saying things that might hurt someone's feelings.

3.3. What to Do About Cyberbullying

If someone is bullying you or someone else online, it's important to speak up. You can block or report the person to stop them from contacting you. Also, tell a trusted adult like a teacher or parent so they can help you handle the situation.

4. Privacy and Personal Information Protection

4.1. What is Personal Information?

Personal information includes things like your home address, phone number, passwords, and even photos of yourself. You should never share this information online unless you are sure it's safe, like with trusted websites your parents have approved.

4.2. Strong Passwords

Your password is like the key to your home—it's important to keep it safe. Create passwords that are hard to guess, using a mix of letters, numbers, and symbols. Don't use easy things like your name or birthday, and never share your passwords with anyone except your parents.

4.3. Being Careful Online

When you're online, be careful where you click. Some websites might ask for your personal information, but only trusted websites should have that. Always check with an adult before entering any personal details, and never trust messages from people you don't know.

5. Internet Scams and Safe Downloads

5.1. What is an Internet Scam?

An internet scam is when someone tries to trick you into giving them money or personal information. They might pretend to be a friend, a company, or even a game offering free stuff, but it's all fake. Scammers might send emails or messages, so always be on the lookout.

5.2. How to Spot Fake Websites and Emails

If a website or email seems too good to be true, like promising free prizes, it might be a scam. Scammers often use poor spelling or weird-looking web addresses. If you're not sure, ask an adult to help you check if the website or email is real.

5.3. Safe Downloads

Only download apps, games, or programmes from official websites or app stores. Downloading files from random websites can bring viruses or malware that can hurt your computer. If something pops up and says "Download Now" without you asking for it, close it and tell an adult.