

AUSTRALIAN CHRISTIAN COLLEGE SOUTHLANDS HOME CHECKLIST

Dear Parent/Guardian,

As part of our commitment to provide a safe working environment for our students, we ask that you complete this checklist. I am sure that you will agree that a pleasant, safe and quiet location will help your child to achieve their best. If you have any questions about any of the items on the checklist please contact the college office for advice or clarification.

Stuart Chapman
Principal

Work Area	Yes/No N/A	If No, what steps are being taken to remedy the situation
Is there a designated study area and desk space?		
Is there sufficient room to move freely around the location of the designated study area?		
Is there a computer on the designated study area?		
Is there sufficient room to have both the computer and other workspace at the designated study area?		
Is the computer equipment (keyboard, mouse, peripheral devices) readily accessible?		
Is the chair ergonomically suitable for the student?		
Are all electrical cables safely out of the way?		
Do you use a cable tie, or another type of cable restraint?		

Lighting/Surroundings		
Is there sufficient light (natural and artificial) in the study area?		
Is the study area well ventilated?		
Is the study area free from distractions?		
Is the study area in a quiet location?		

Computer and software	Yes/No N/A	If No, what steps are being taken to remedy the situation
Is the computer placed in a position where the supervisor is able to easily see the monitor? (See Notes 1 & 2)		
Is the computer and equipment (keyboard, mouse, peripheral devices) set up in an ergonomic manner? (See diagram below)		
As a parent/supervisor do you agree to be in the same area as your child whenever he/she has internet access?		

Emergencies		
Are there emergency procedures in place in your home?		
Are all exits from the study area free from clutter and other restrictions?		
Is there a list of emergency numbers readily available?		

I as the parent / guardian have completed the checklist for my child(ren):

Parent Signature

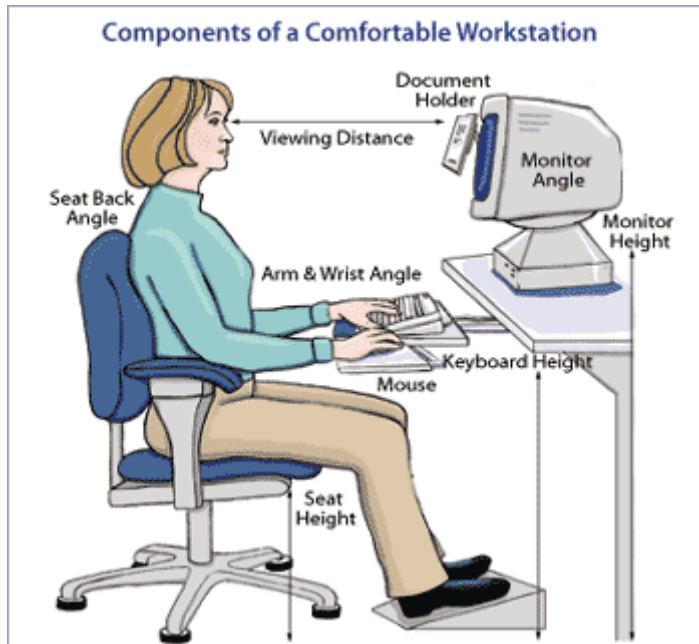
Name

Signature

Date:

It is a requirement that this checklist be completed and returned to the School. The completed checklist will be retained on the each student's file.

Set out below is a guide for parents to assist in setting up a comfortable workstation for your child's computer use.



Ensure you are sitting with your feet flat on the ground with your knees at no greater than 90 degrees.

Ensure that there is sufficient leg room under the desk.

Ensure that your upper arm is at right angles to your lower arm.

Ensure the keyboard is close to the edge of your desk, your mouse is close to your keyboard and your screen sits so you eyes view the screen in the top $\frac{1}{3}$.

Notes

1. We recommend that you install a net filter; however these filters only offer partial protection, especially for students who have good computer and internet skills. A constant presence and close supervision is the only way to ensure your child does not access inappropriate sites.
2. We suggest that parents view the Australian Government site www.netalert.gov.au for more information and suggested net filter providers.