

«APPROVED»
KIMYO INTERNATIONAL
UNIVERSITY IN TASHKENT

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«__» _____ 20__
(Seal)

INSTRUCTION
ON SAFETY RULES FOR WORKING WITH EQUIPMENT
AND DEVICES IN THE COMPUTER CLASSROOM

1. GENERAL PROVISIONS

- 1.1. This Instruction establishes the procedure for using computer equipment, the safety requirements and the rules of conduct in the computer classroom (hereinafter — the Classroom).
- 1.2. Compliance with the requirements of this Instruction is mandatory for all students, teachers, staff and visitors present in the Classroom.
- 1.3. The Classroom is intended for classes, students' independent work, research work and other activities in accordance with the approved class schedule.
- 1.4. Responsibility for maintaining order, the safety of property and compliance with safety rules during classes rests with the teacher conducting the class or the employee replacing them. Responsibility for the serviceability of equipment and for system administration rests with the head of the laboratory / head of the computer room.

2. CLASSROOM ACCESS AND WORKSTATION ORGANIZATION

- 2.1. Students are admitted to the Classroom strictly according to the class schedule, under the supervision of a teacher or responsible employee.
- 2.2. When entering the Classroom, users must:
- Wear clean footwear and no outerwear.
 - Leave large items (bags, outerwear) in specially designated areas or, if there are none, place them under their own desk (without blocking aisles or touching computer cables).
- 2.3. Workstations are to be taken as directed by the teacher.

2.4. Before starting work, the user must inspect the workstation and make sure there is no visible damage to the equipment (damaged wire insulation, cracks in the casing, foreign objects). If any such damage is found, the teacher must be informed immediately.

3. SAFETY RULES AND EQUIPMENT USE

3.1. Computer equipment may be switched on and off only with the permission of the teacher or responsible employee.

3.2. Ergonomic standards must be observed when working at a computer:

- The distance from the eyes to the monitor screen should be 50–70 cm.
- The back should be kept straight, with the feet resting fully on the floor or a footrest.

3.3. When using the equipment, the following are **STRICTLY PROHIBITED**:

- Bringing food or any drinks into the Classroom or consuming them there (including water in closed containers).
- Connecting or disconnecting power cables, network cables or peripheral devices on one's own, or moving system units and monitors.
- Inserting foreign objects into equipment connectors (ports) and ventilation openings.
- Connecting unapproved external storage devices or personal devices to computers without proper checks and permission.
- Installing third-party software that changes the settings of the operating system, BIOS/UEFI, network services or anti-virus protection.
- Visiting internet resources unrelated to the educational or research process, or websites with malicious content or content prohibited by law.
- Touching monitor screens with fingers or sharp objects.
- Making noise, playing audio loudly without headphones or distracting other users.

4. FINISHING WORK

4.1. After finishing work, the user must:

- Save the necessary data to network storage or a personal storage device.
- Shut down the operating system in the standard way («Start» -> «Shut down»).
- Tidy up the workstation (push in the chair, collect stationery and work materials).

4.2. Before closing the Classroom, the teacher (responsible employee) checks that:

- All equipment is disconnected from the mains (when necessary).
- The windows are closed and the lights are switched off.

5. ACTIONS IN ACCIDENTS AND EMERGENCIES

5.1. If malfunctions are detected (smell of burning, sparking, unusual noise, sensation of electric shock):

- Stop work immediately.

- Disconnect the equipment from the power supply (if the surge protector switch or circuit breaker can be used safely).

- Inform the teacher or the system administrator.

5.2. In case of fire:

- Stop work and notify the teacher / security service.

- Leave the room in accordance with the evacuation plan.

- It is strictly prohibited to extinguish live electrical equipment with water (carbon dioxide or powder fire extinguishers are used).

5.3. In case of feeling unwell (headache, eye pain, dizziness), stop work immediately and inform the responsible person.

6. LIABILITY

6.1. Persons who violate the requirements of this Instruction may be suspended from classes in the Classroom.

6.2. In the event of material damage to property (damage to equipment, breakage of furniture), the persons responsible shall be held liable in accordance with applicable legislation and the internal regulatory documents of the organization.

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