TEACHER GUIDE TO SETTING UP A STUDENT'S ERGONOMIC LEARNING ENVIRONMENT

1. Desk

- ☐ When the student is sitting or standing, the top of the desk is just below their elbows when they are at $90°$
- ☐ The student's most commonly used items are within reach (e.g., BYOD device)
- ☐ All of the items they need to use can fit on their desk

2. Chair

- ☐ The height of the student's chair allows their feet to be flat on the floor or on a footrest
- ☐ The height of the student's chair allows their elbows to be at the same height as their desk
- ☐ The student's back is sitting flat against the chair
- ☐ The size of the seat (width and depth) supports their thighs and hips
- ☐ The surface of their seat is comfortable (not too hard or too soft)

3. BYOD

- ☐ The student's BYOD device is positioned directly in front of them
- ☐ The student's BYOD device is an arm's length away from them
- ☐ The top third of the student's BYOD device is in line with their eyes while their neck is straight
- ☐ The angle of the student's screen is between $105°$ to $120°$ (tilted slightly back from straight)

4. Accessories - keyboard / mouse

- ☐ The student's keyboard is positioned directly in front of them
- ☐ The student's wrists are flat when using their keyboard
- ☐ The shape of their mouse is comfortable for their hand to use
- ☐ The student's mouse is located within close reach

5. Sensory - lighting / noise / temperature

- ☐ The lighting levels in the room are comfortable while using their BYOD device
- ☐ The BYOD device does not have any glare from the windows or overhead lights
- ☐ The noise levels of the room are comfortable for the student to learn in
- ☐ The temperature of the room is comfortable for the student to learn in

Reference:

Work Safe Queensland. (2020). *Working in the office - Computer workstation checklist.* Queensland Government. https://www.worksafe.qld.gov.au/__data/assets/pdf_file/0023/90356/working-in-the-office-computer-workstation-checklist.pdf