

The Learning Center Training Computer Room Usage Rules

General Computer Usage Rules:

1. All computers in the Learning Center are for the educational use of staff or students of University of Kentucky Health Care.
2. The computers are set to a student profile with a password for security.
3. Users will lock or log off the computers when the computers are not in use.
4. The computers are to be used for business or training purposes only.
5. Report all computer related problems to the MCIS Support Center and inform the Learning Center Staff of the problems.
6. Users will not download any type of file without approval of their department supervisor.
7. Screen savers on the computers are standard and set by the trainers.
8. Do not change the default internet home page on any of the devices.
9. Users are not permitted to browse sexually explicit or other inappropriate web sites or it will result in dismissal from class or loss of computer privileges.
10. Users may print only one or two copies of their computer work.
11. Users spending excess amount of time browsing the Internet or doing other personal work may be asked to leave and this will be reported to their supervisors.

Software Installations:

1. The trainers will decide on the imaging of the computers in the training rooms including what software will be installed.
2. Software will be installed on the training room computers only by consent of the Director of the Staff Education Services and/or designee. Once training is over, the software must be uninstalled.
3. Staff Education Services reserves the right to deny installation of certain software if it affects other training applications.

If you have any questions regarding the computers in the training rooms, please contact the Learning Center at 7-9226.