General Policies

• Log in before using a computer.
• Computers are made available on a first-come, first-served basis. In the case of computer with special hardware and software, patrons not using these items may be asked to move to a different computer.
• Uses of computers are limited to two hours. Patrons working for more than two hours may be asked to relinquish their computer.
• Any computer left unattended for more than fifteen minutes will be considered available for other patrons.
• Student Computing Services is not responsible for personal items left unattended.
• Lost items including usb drives are held for two weeks. If your name and email address are written on the item, SCS will attempt to notify the owner.
• Be considered of others by keeping noise and other disruptions to a minimum (i.e cell phone conversations). Disruptive persons will be asked to leave.
• Personal files left on computers will be deleted.
• Do not move equipment or attach peripherals (except usb drives).
• Do not install software on the hard drives of computers.
• Game playing is not allowed.
• Head phones and other items can be checked out at the Consultant (help) desk of any computer lab for two hours.
• The use of food, drink, and/or tobacco products is not allowed.
• In case of fire alarms or dangerous weather conditions, you will be directed to evacuate to evacuate the area by Student Computing Services staff. Student Computing Services is not responsible for personal items left in the building during an evacuation.
Notice Regarding Copyright

- All software is copyrighted. Copying any software, other than freeware or shareware, is prohibited within Student Computing Services Computer labs.
- The software provided by Student Computing Services has been purchased under educational Licensing agreements. Any use of Student Computing Services’ software beyond the limitations set forth in these educational licensing agreements is prohibited.

The preceding documents are official statements of policy by Student Computing Services. If you have any further questions please direct them to scsweb@pop.uky.edu