



STUDENT CONDUCT POLICIES

2017–2018

An Introduction to Housing Residential Student Conduct Policies

Dear UCR Community Member,

Thank you for choosing to be part of our residential housing community. We take pride in providing you with a safe and welcoming environment. We strive to continually improve our programs and facilities, in order to provide you with the best possible academic and social setting in your journey toward educational advancement.

Your participation and citizenship in the UCR campus are essential components to creating a thriving community. We look to our students to aid in the development of strong social networks; to be the eyes and ears of our community; and to ensure that our community standards are respected.

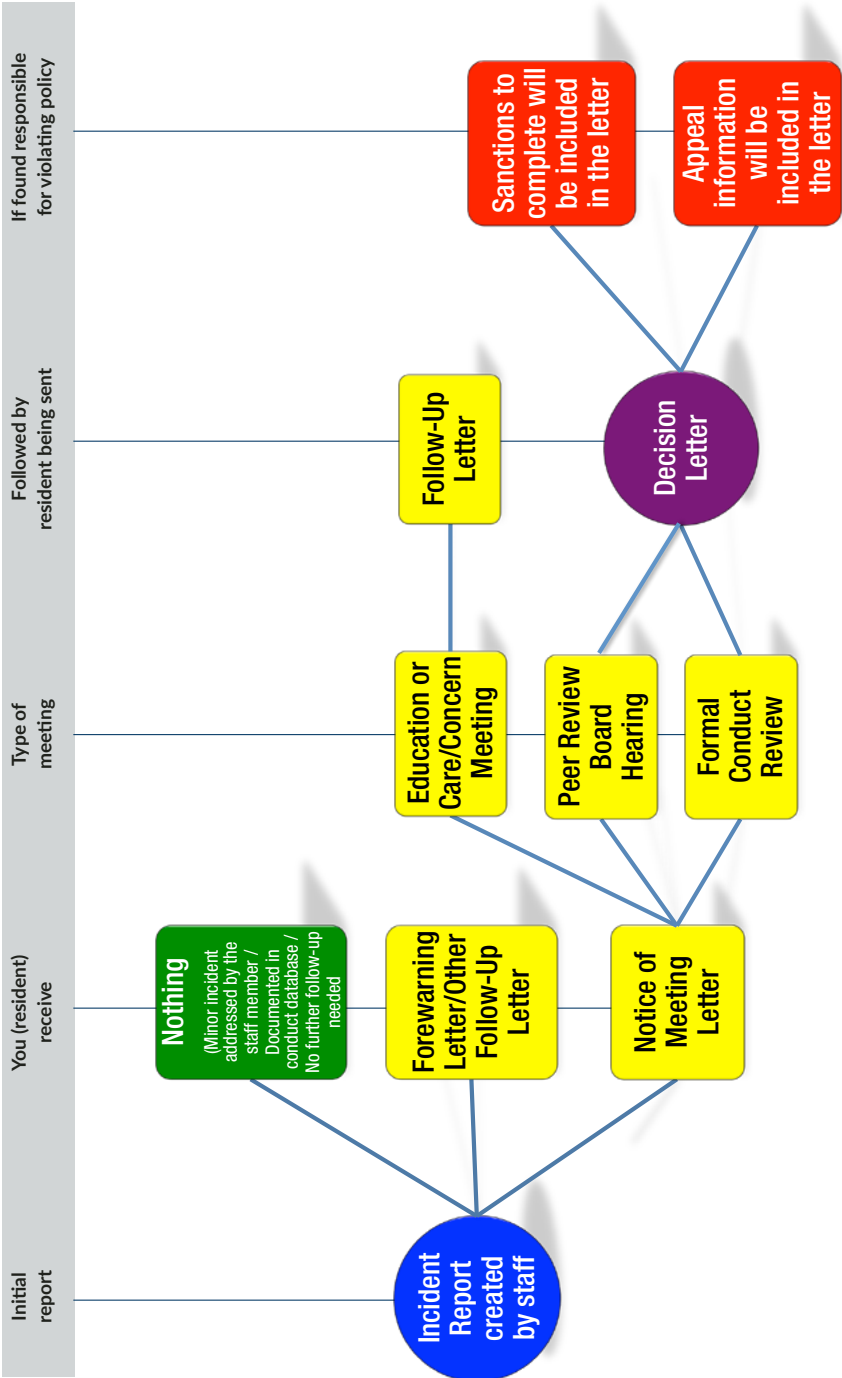
Whether you are a first year student, a returning student, a doctoral candidate or a family member residing within our Family Housing area, our expectations for your conduct and your involvement in our community remain consistent. We expect that all members of our community are knowledgeable of their **STUDENT RIGHTS AND RESPONSIBILITIES** and that students abide by all **HOUSING RESIDENTIAL STUDENT CONDUCT POLICIES**, both of which are provided within this handbook.

In addition to the Housing Residential Student Conduct Policies outlined, all UCR students are expected to know and follow the University Student Conduct Code regulations. These policies can be obtained at the Office of Student Conduct & Academic Integrity Programs located in 111 Costo Hall or via their web page (conduct.ucr.edu).

As citizens within the UCR community and the residential housing environment, it is our hope that you will display your concern for the UCR community by reporting policy violations that may be harmful to fellow students, by being actively involved in campus activities; and by participating in projects which enhance our university campus, as well as the surrounding community.

Please be sure to take the time to review the information enclosed within this handbook, as it will be an invaluable guide to you in partnering with our staff to create a dynamic and enriching community atmosphere. We look forward to your contributions and citizenship within our community!

Residential Conduct Flow Chart



How Do I Report an Alleged Violation of Conduct Policy?

If you have witnessed an incident which you believe is a violation of the UCR Housing Residential Student Conduct Policies, you have a responsibility to report this incident to UCR staff members. You can report infractions of these policies to any of the following contacts:

IN AN EMERGENCY SITUATION:

- ▶ UC Police Department (951) 827-5222 or 911

IN A NON-EMERGENCY SITUATION:

- ▶ Your Resident Advisor
- ▶ Your Resident Director/Area Coordinator
- ▶ Your Resident Services Office (RSO)
- ▶ Housing Services Administration Building

See the directory towards the back of this handbook, or search online at housing.ucr.edu, for specific contact information for your housing area.

Frequently Asked Questions in the Housing Residential Student Conduct Process

WHY DID I GET CONTACTED TO SET UP A MEETING?

An incident occurred where you may be involved. A report was filed and forwarded to the Resident Director/Area Coordinator (RD/AC). The RD/AC is responsible for deciding what policy(ies) may have been violated (if any) and who will follow-up regarding the incident. From the time a report is filed, the RD/AC will typically contact you within 3 business days (Monday-Friday non-holidays are considered working days). After this contact is made, you can expect to have a meeting, most often with the RD/AC, within 5 working days. For cases involving the Peer Review Board, the board will be convened typically within 1-2 weeks. Additionally, residents may be referred to the campus conduct system based on the severity of the incident.

WHAT HAPPENS WHEN I MEET WITH MY RESIDENT DIRECTOR/ AREA COORDINATOR (RD/AC) REGARDING AN ALLEGED POLICY VIOLATION?

These meetings may be either an informal educational meeting or a formal conduct review, at the discretion of the RD/AC. In an educational meeting, the RD/AC will discuss the purpose of the meeting and then the behavior that may have violated policy. The RD/AC will discuss with the resident what occurred and why, and possible ramifications for the community. In an educational meeting, the RD/ AC will not assess responsibility for policy violations. The RD/AC and the resident will consider potential follow-up options. You will then be sent an email letter summarizing your meeting.

In a formal meeting, the RD/AC typically begins by explaining the conduct process. They share information from the incident report and/ or other documentation and will ask you to share your perspective of the incident. Based upon your input and all of the information, including from other involved individuals, the RD/AC will decide to what extent you are responsible for the policy violation(s). You will then be sent an email letter summarizing your meeting and the RD/AC's decision. If you are found to be responsible for violating one or more policies, the RD/AC will issue appropriate sanctions.

WHAT HAPPENS IF I DO NOT SCHEDULE OR ATTEND A MEETING?

Failing to attend an educational meeting will shift your case into the formal conduct process. Should you take no action to schedule or attend a formal conduct meeting, a decision may be made without the benefit of your input based on available information in the report and collected from other involved individuals. Additionally, failing to schedule or attend a meeting may result in an academic hold being placed on your account (which restricts you from registering for classes, obtaining transcripts, and more actions related to your academic record).

WHAT IS THE PURPOSE OF A SANCTION?

A sanction is a consequence that typically includes an assignment or duty to complete. Sanctions are intended to be predominantly educational, encouraging a student to reflect on past behaviors and consider future options. Additionally, sanctions serve to deter additional violations. Often sanctions will be determined at the meeting, but some situations require time to consider all of the information and then issue an appropriate sanction. Previous policy violations are considered when determining an appropriate sanction.

WHAT IF I DON'T COMPLETE A SANCTION?

Failing to complete a sanction is considered another policy violation. If you fail to complete a sanction in a timely or satisfactory manner, you will face further disciplinary action and potentially an academic hold (which restricts you from registering for classes, obtaining transcripts, and more actions related to your academic record).

WHAT'S A PEER REVIEW BOARD?

The Peer Review Board is comprised of volunteer resident peers appointed through a selection process. The Residential Conduct Coordinator serves as an advisor. The Peer Review Board hears conduct cases referred by staff from the various Housing residential areas. The Peer Review Board will determine to what extent you are responsible for the policy violation(s).

WHO WILL FIND OUT ABOUT THIS?

Housing and Residential Life staff members value confidentiality and avoid discussing your case outside of this process. Federal law requires that a student must sign a release in order for a university official to discuss specific incidents and consequences with the student's family members or future employers.

Parents/Guardians can be notified when a student is found responsible for an underage drinking violation or any illegal drug possession violation.

HOW LONG WILL THIS BE ON MY TRANSCRIPT?

Residential conduct-related records and information are not part of an academic transcript. However, cases which involve possible violations of the University Standards of Conduct will be forwarded to the office of Student Conduct and Academic Integrity Programs for review.

CAN I APPEAL A DECISION?

Yes. In order to appeal you must have one or more of the following reason(s):

- ▶ Severity of the sanction is inappropriate based on what you were found responsible for
- ▶ Introduction of new evidence not available at the hearing
- ▶ Lack of procedural due process (your student rights were not honored)

An appeal must be made in writing, using the link provided in the decision letter sent by your hearing officer, within three business days of the decision. The appeal will be assigned to one of the Residential Life appellant hearing officers.

Appeals are a review of the conduct process and not a rehearing of the case. Appeals made based on introduction of new evidence may result in a rehearing of the case based on new pertinent information.

WHAT IS FERPA?

The Family Educational Rights and Privacy Act of 1974 is a federal regulation that guarantees students and/or their parents access to all educational records that pertain to them and protects the privacy of these records. Upon reaching the age of 18 or enrolling in an institute of higher education, the student is the primary owner of the record. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. Students have the right to inspect and review their own educational records as well as to request that the school correct records believed to be inaccurate or misleading. Students may waive their rights under FERPA through a signed document and can rescind the waiver of those rights at any time.

STILL HAVE QUESTIONS?

Please contact your Resident Director/Area Coordinator or the Conduct Administrator listed on any Residential Conduct letter which you may receive.

YOUR ROLE BEFORE, DURING AND AFTER A CONDUCT REVIEW MEETING

- ▶ Schedule your meeting or, if prescheduled, arrive to your meeting at the time indicated on the letter forwarded by the Residential Life Conduct Administrator
- ▶ If the Residential Life Conduct Administrator is available, you may choose to meet prior to the 24-hour minimum notice
- ▶ You may bring an adviser; if you choose to bring an adviser you must let the Residential Life Conduct Administrator know 24 hours before your meeting
- ▶ You will have the opportunity to respond to the allegations and present relevant information; bring any relevant documents to your meeting
- ▶ You can call forward a witness(es) to support your response to the allegations; you may bring these witnesses to your meeting or make them aware that the Residential Life Conduct Administrator may be contacting them to discuss the case
- ▶ You may file a written reply to the decision, which will be kept in your file regardless of the outcome of the incident
- ▶ You may appeal the decision(s) by completing the online appeal form within three (3) business days of the outcome letter

THE RESIDENTIAL LIFE CONDUCT ADMINISTRATOR'S ROLE BEFORE, DURING AND AFTER YOUR CONDUCT REVIEW MEETING

- ▶ We will consider all alleged violations of Housing Residential policy and determine appropriate follow-up
- ▶ We will notify you, typically via email, at least 24 hours in advance of scheduled meetings or provide a minimum of 24 hours to schedule a meeting;
- ▶ We will provide an opportunity for you to review the report and other supporting documentation
- ▶ We will engage you in an educational conversation about the incident and your response to the incident
- ▶ We will notify you of the decision and the opportunity to appeal

- ▶ The decision may require future follow-up actions and sanctions as outlined in the letter; we may place an administrative hold on your student account if you fail to complete sanctions

REMEMBER, IT IS A UNIVERSITY EXPECTATION THAT ALL STUDENTS REGULARLY CHECK THEIR EMAIL IN THEIR UCR STUDENT ACCOUNT.

Additional Information

ACRONYMS FOR UCR HOUSING RESIDENTIAL POLICIES:

RSO = Resident Services Office

UCR HOUSING COMMUNITIES:

RESIDENCE HALLS

- ▶ Aberdeen-Inverness
- ▶ Lothian
- ▶ Pentland Hills

UCR CAMPUS APARTMENTS

- ▶ Bannockburn Village
- ▶ Falkirk
- ▶ Glen Mor
- ▶ International Village
- ▶ The Plaza
- ▶ Stonehaven
- ▶ Oban Family Housing

UCR Housing Residential Student Conduct Policies

(Revised June 2017)

SECTION 1 GENERAL CONDUCT POLICIES

1.01 ABUSE, NEGLECT, THREATENING BEHAVIOR, HARASSMENT, AND VIOLENCE

1.01.1 **ANIMAL CRUELTY** – Acts of abuse, violence, and neglect towards animals are prohibited.

Also, see Policy 1.18 Pets

1.01.2 **DIRECT AND INDIRECT FORMS OF ABUSE** – Direct and indirect forms of abuse, threats, coercion, harassment, intimidation, stalking, bullying, unwanted personal contact, violence against another person or their property or causing the reasonable apprehension of physical or verbal harm, are prohibited. This policy includes but, is not limited to, physical, electronic, written, and verbal interactions.

Definitions:

The term “harassment” is defined as conduct that is so severe and/or pervasive, and objectively offensive, and that so substantially impairs a person’s access to university programs or activities that the person is effectively denied equal access to the university’s resources and opportunities.

The term Stalking, is defined as behavior in which a resident repeatedly engages in a course of conduct directed at another person and makes a credible threat with the intent to place that person in reasonable fear for their safety, or the safety of family; where the threat is reasonably determined by Residential Life to seriously alarm, torment or terrorize the person; and where the threat is additionally determined by Residential Life to serve no legitimate purpose.

1.01.3 **CHILD WELFARE/CHILD NEGLECT** - Residents are responsible for supervising their children so as to prevent harm to them or to other individuals or damage to the property.

Also, see Section 4, Policy 4.02.7 Online Harassment

- 1.01.4 **TERRORISTIC COMMUNICATION OF BEHAVIOR** - Conduct, where the resident means to communicate a serious expression of intent to terrorize, or acts in reckless disregard of the risk of terrorizing, one or more university students, faculty or staff is prohibited.

Definitions:

The term "Terrorize" means to cause a reasonable person to fear bodily harm or death, perpetrated by the resident or those acting under their control.

The term "reckless disregard" means consciously disregarding a substantial risk. This section applies without regard to whether the conduct is motivated by race, ethnicity, personal animosity or other reasons. This section does not apply to conduct that constitutes the lawful defense of oneself, of another, or of property.

1.02 ALCOHOL

- 1.02.1 **CAMPUS APARTMENTS** – Alcohol in any form may not be distributed to and/or consumed by, or in the presence of, persons under the age of 21 (Residents who are parents over the age of 21 consuming alcohol in the presence of their dependent children are an exception to this policy). Additionally, unlawful manufacturing or attempted manufacturing of alcohol is prohibited. Alcohol may not be left unattended in the common area of an apartment or in any space shared with residents under the age of 21. Residents alleged to be involved in violations of UCR Housing Residential Conduct Policies are required to dispose of alcoholic beverages upon request of staff members.
- 1.02.2 **COMMON CONTAINERS** – Alcohol in any form in common containers is not permitted. This includes any container or device intended to dispense large quantities of alcoholic beverages (including, but not limited to: beer bongs, kegs, punch bowls, trash cans, etc.).
- 1.02.3 **EMPTY OR REPURPOSED ALCOHOL CONTAINERS** – Empty or Repurposed alcohol containers, collections, and/or displays (including cans, bottles, kegs, or boxes on which alcohol beverage insignia appears) are not permitted within or on grounds immediately adjacent to Residence Hall facilities or in spaces within the Campus Apartments shared with one or more residents under the age of 21 even for use with non-alcoholic beverages.

- 1.02.4 **PUBLIC SPACES** – Alcohol in any form may not be consumed, possessed, manufactured or distributed in public spaces (including but not limited to: balconies, patios, lobbies, hallways, lounges, meeting rooms, public restrooms, suites, and swimming pools) or on properties adjacent to UCR Housing facilities (such as UCR parking areas).
- 1.02.5 **RESIDENCE HALLS** – Alcohol consumption, possession, manufacture, or distribution in any form, or being in the presence of alcohol in any form, is not permitted in the Residence Halls or the areas immediately adjacent to them regardless of resident’s or guest’s age. This includes both opened and unopened containers of alcohol. Residents alleged to be involved in violations of UCR Housing Residential Conduct Policies are required to dispose of alcoholic beverages upon request of staff members.

1.03 BEHAVIOR WHILE UNDER THE INFLUENCE

Problematic or disruptive behavior while under the influence of alcohol, hallucinogens, and/or other substances is not permitted. Inability to exercise care for one’s own safety because of alcohol, hallucinogen, or other substance use is considered a violation of this policy.

1.04 CLEANLINESS, HEALTH, AND HYGIENE

Residents are required to make reasonable efforts to maintain personal cleanliness and hygiene. Residential spaces must be kept clean and sanitary at all times, including appropriate storage of personal items, food, and clothing. As well as the washing of laundry, dishes, and proper disposal of empty food and beverage containers. Residents are prohibited from activities that violate any health code. Residents may not interfere with the safe and clean environment of others or the ability for Housing Facilities staff to clean the area as needed.

Also, see Section 2, Policy 2.10 Common Areas and Policy 2.30 Trash and Recyclables

1.05 COMPLICITY

Residents who have knowledge of a violation of university or UCR Housing Residential Conduct Policies are encouraged to take action to discourage the violation. If the violation continues, failure to either report the violation or remove oneself from the area of the violation is considered to constitute permission, contribution, or encouragement of the violation and is not permitted.

1.06 CONTRACT

Residents are required to adhere to the guidelines and requirements stated in their UCR Residence Hall Contract, Campus Apartments Contract, or Family Housing at Oban Contract, collectively known as the Housing Contract.

1.07 CONTROLLED SUBSTANCES

- 1.07.1 **DISTRIBUTION, POSSESSION, USE, SALE, OR CONSUMPTION** - The possession of controlled substances as defined by State and/or Federal laws or regulations is prohibited (including Medical Marijuana). Distribution, possession, use, sale, or consumption of medicinal drugs not prescribed to yourself, controlled substances, and/or hallucinogenic substances are prohibited. Additionally, the manufacture of any controlled substance is prohibited.
- 1.07.2 **DRUG PARAPHERNALIA** - Possession of drug paraphernalia is not allowed within UCR Housing facilities or on their adjacent properties. Drug paraphernalia may be confiscated and destroyed.

1.08 DISORDERLY CONDUCT

- 1.08.1 **LEWD, INDECENT, OR OBSCENE CONDUCT** - Lewd, indecent, or obscene conduct or expression (including oral, visual, and other means) is prohibited. Viewing of sexually explicit materials or engaging in sexual acts in common areas is not permitted.
- 1.08.2 **AGGRESSIVE AND/OR DISRUPTIVE BEHAVIOR** - Aggressive and/or disruptive behavior which creates an unreasonable disturbance to the orderly functioning of the university or to the comfort of others is prohibited.
- 1.08.3 **UNREASONABLE INTERFERENCE** - Acts or behaviors that unreasonably interfere with others' normal use of the facilities or privileges are prohibited. Additionally, Residents may not broadcast or record the images or voices of other residents or guests in any residential space, common area, and/or adjacent property without their expressed knowledge and permission.

Note: All academic, research and assessment projects must be conducted according to specific guidelines established on a case by case basis and with prior approval of UCR Residential Life and/or Housing. Additionally, Residential students wishing to conduct media projects must follow established media project protocols. All media recording by student organizations must be approved prior to the onset of media recording including, but not limited to, video and audio recording in residential community common areas and on adjacent properties. For more information please contact your RSO.

1.08.4 **DISTURBANCE OF THE PEACE OR UNLAWFUL ASSEMBLY**

– Participation in a disturbance of the peace or unlawful assembly is prohibited. This includes but is not limited to pranks, practical jokes, horseplay, retaliatory actions, and other forms of disruptions.

1.09 **EVACUATION**

All residents and guests are required to leave the building in a reasonable and timely manner whenever the fire alarm activates or when directed to do so by UCR staff or emergency personnel. Residents are expected to report to the designated assembly area and await further instruction and/or information. Residents are not permitted to re-enter an evacuated building until authorized by UCR staff or emergency personnel.

1.10 **EXPLOSIVES**

Explosive devices of any form are prohibited within UCR Housing facilities or on their adjacent properties. This includes, but is not limited to: fireworks, ammunition, pyrotechnics, etc. Any explosives found may be immediately confiscated and destroyed.

1.11 **FALSE INFORMATION**

Furnishing false information or identification to a university official, for any reason, is prohibited. Additionally, impersonation of university personnel and/or reporting a false emergency to the university is prohibited.

1.12 **FIRE SAFETY**

1.12.1 **FIRE ALARMS** – Activation of a fire alarm system when no fire exists is a violation of policy. This includes but is not limited to improper cooking, burning food, usage of incense, use of synthetic smoke machines or bug bombs, smoking indoors in any manner, vaping, and alarms caused by tampering with fire safety equipment. All cooking appliances must be attended while in use.

1.12.2 **FIRE AND ARSON** – Causing, attempting to cause, or contributing to the causation or continuation of a fire, either intentionally or unintentionally, within UCR Housing facilities or on their adjacent properties, is prohibited.

Also, see Section 2, Policy 2.03 Barbecues, Smokers, and Grills and Policy 2.21 Public Areas

1.12.3 **FIRE SAFETY EQUIPMENT** – Tampering with, relocating, disabling, or disarming fire safety equipment or using any such equipment for any purpose other than for the prevention or control of fire is not permitted. Fire equipment includes, but is not limited to heat and smoke detectors, fire alarms, fire extinguishers, fire extinguisher boxes, fire hoses, fire sprinklers,

and any other fire detection or suppression system. Additionally, no item may touch, obstruct, or be hung from any fire detection or suppression equipment.

- 1.12.4 **OBSTRUCTION OF EGRESS AND REGRESS AREAS** – Blocking or obstructing doorways, windows, or pathways used to enter and exit any UCR Housing Facilities areas is prohibited.

1.13 GAMBLING

Gambling within UCR Housing facilities or on their adjacent properties is prohibited. This includes, but is not limited to, activities played for money, checks, credit, or any other item representative of value or of which could be traded or sold for value. Additionally, prohibited are games played for the exchange of favors, tasks, or actions. Games of chance played solely for recreation, but not for exchange of goods, services, or actions, are allowed.

1.14 GUESTS

- 1.14.1 **EXCLUDED PERSONS** – Residents are not permitted to host individuals on the UCR Housing Exclusionary List or who are otherwise prohibited from being on Housing property.
- 1.14.2 **GUEST ACTIONS** – Residents are responsible for, and may be held accountable for, the actions of guests at all times within UCR Housing facilities and on their adjacent properties. Guests must follow all UCR Housing Residential Conduct Policies.
- 1.14.3 **GUEST LIMIT** – There is a limit of 6 guests total in an assigned residential unit.
- 1.14.4 **OVERNIGHT GUESTS** – Having overnight guest(s) without the approval of your roommate(s) is prohibited. Each resident in the Residence Halls is limited to one overnight guest per night. In Campus Apartments, there is a limit of two overnight guests per bedroom per night. Room occupancy may not exceed the occupancy limits as outlined in each resident's contract. Overnight guests are permitted to stay only in residential rooms/bedrooms, not in residential common areas, including living rooms. There is a three-day, two-night limit for each guest, per month. Continual exceeding the per month guest limit are not permitted and may result in the exclusion of the guest.
- 1.14.5 **UNATTENDED GUESTS** – Residents are not permitted to leave guests unattended in residential areas.
- 1.14.6 **EXTENDED GUEST STAY** – If a unique situation exists, only in Family Housing at Oban, in which a guest will need to stay longer than three days (two nights), but not more than six (6) months in

any 12-month period, residents are required to obtain approval prior to guest arrival by submitting an Extended Stay Guest Application at the UCR Campus Apartments Resident Services Office. Occupancy may not exceed the Occupancy Limits as outlined in each resident's contract.

Definition:

A 'guest' is defined as any person who visits a room, suite, apartment, or residential unit to which they are not assigned. Guests involved in an alleged violation are required to leave if requested by a UCR staff member. Alleged violations of UCR Housing Residential Conduct Policies by non-resident students may be forwarded to the Office of Student Conduct and Academic Integrity Programs for review. Alleged violations of UCR Housing Residential Conduct Policies by non-students may result in these guests being placed on UCR Housing Exclusionary List.

1.15 HAZING

Hazing of any kind will not be tolerated. Hazing includes any method of initiation or pre-initiation into a campus organization or other activity engaged in by the organization or members of the organization at any time that causes, or is likely to cause, physical injury, personal degradation, disgrace, or psychological harm to any student or other person.

1.16 IDENTIFICATION

All UCR students must be able to present valid UCR student identification upon request. All persons visiting UCR Housing facilities must be able to present valid photo identification upon request. Children under 16 years of age accompanied by their legal guardian or resident host with valid photo identification are an exception.

1.17 MENTAL/BODILY HARM TO SELF AND/OR OTHERS

Residents who display inappropriate behavior or conduct towards themselves or others; exhibit an inability to live in a residential community setting; refuse intervention and/or are endangering themselves or others in any manner, are subject to administrative or student conduct action. Behavioral examples include but are not limited to eating disorders, usage of controlled substances, self-mutilation, dependence upon other residents and/or staff for self-care, reckless behavior, suicidal ideation, and/or suicide attempts.

1.18 PETS

Residents are not permitted to keep pets, with the exception of fish in an aquarium (20-gallon maximum per resident). Visiting pets and pet-sitting are not permitted within UCR Housing facilities or on their adjacent properties. Residents are not to feed stray animals. If stray animals are observed, contact the Resident Services Office for your community.

For information about accommodations in campus housing for service and emotional support animals please contact the Student Disability Resource Center (SDRC) in 125 Costo Hall, or see sdrc.ucr.edu

1.19 PUBLIC LAW

Any act that could constitute a violation of the public law(s), even in the absence of citation, arrest, or conviction are prohibited.

1.20 RESIDENTIAL UNIT BEHAVIOR

Residents are responsible for all policy violations that occur in their assigned room, suite, apartment, or residential unit.

1.21 INTENTIONALLY LEFT BLANK

1.22 SEXUAL MISCONDUCT

Sexual offenses of any nature, including but not limited to sexual harassment, sexual violence, intimate partner violence, dating violence, sexual assault, non-consent, incapacitation, and stalking, are prohibited. See also: University Student Conduct Code (www.conduct.ucr.edu), UCR Policies and Procedures regarding rape and sexual assault, and UCR campus policy on sexual harassment (www.titleix.ucr.edu).

1.23 SMOKING, NICOTINE, AND TOBACCO-FREE ENVIRONMENT

The university prohibits smoking and the use of tobacco products in all interior, exterior, and parking areas of university-controlled properties. As such, smoking, the use of smokeless tobacco products (such as dip and chew), vaping, and the use of unregulated nicotine products (such as electronic cigarettes) are strictly prohibited. Additionally, Hookahs, bongos, glass pipes and similar smoking devices are not permitted within UCR Housing facilities or on their adjacent properties regardless of intended use.

Also, see UCR Policy 850-65, Smoke/Tobacco-Free Environment

1.24 SOLICITING

No advertising, recruiting, campaigning, selling, or soliciting is permitted within UCR Housing facilities or on their adjacent properties without proper authorization and in accordance with soliciting guidelines. This includes residents

and non-residents. UCR staff may participate in the active solicitation of residents for the department and/or building related purposes which are exceptions.

Also, see the RSO in any community for guidelines

1.25 SPORTS

- 1.25.1 **ATHLETIC GAMES** – Athletic games or similar activities inside any UCR Housing facility and on their adjacent properties (except within designated areas or when properly authorized) are not permitted. Running and usage of areal devices (such as drones) are specifically prohibited within residential facilities. Activities taking place on the grounds adjacent to UCR Housing facilities, which have the potential to damage facilities and/or disrupt the community, are prohibited, which also includes the usage of aerial devices (such as drones).
- 1.25.2 **WATER RELATED ACTIVITIES** - Water fights, water guns, water balloons, water pong, or other games involving water/liquid are prohibited within UCR Housing facilities and on their adjacent properties.

1.26 STAFF DIRECTIONS

- 1.26.1 **COMPLIANCE WITH LAWFUL REQUESTS** – Residents and guests are required to comply with lawful requests of UCR staff members performing their duties. Failure to open room doors for staff members upon request can be considered non-compliance.
- 1.26.2 **OBSTRUCTION/DISRUPTION OF STAFF DUTIES** – Behavior and/or conduct that obstructs and/or disrupts university staff members from performing their official duties is prohibited. Being uncooperative, verbally abusive to staff, failing to provide identification and information to staff, or interfering with staff while they are performing their duties is prohibited.

1.27 STUDENT CONDUCT PROCESS ABUSE

- 1.27.1 **HEARING OFFICER ABUSE** – Any form of harassment and/or intimidation of a member of a student conduct administrative body prior to, during, and/or after a student conduct proceeding or influencing another person to commit an abuse of a member of a student conduct administrative process is prohibited.
- 1.27.2 **MANIPULATION** – Falsification, distortion, or misrepresentation of information before a student conduct administrative body, discouraging an individual's proper participation in, or use of, a student conduct process, and/or influencing the impartiality of a member of a student conduct body prior to and/or during the course of a student conduct administrative review is prohibited.

- 1.27.3 **PROCESS** – Failure to obey the summons or directives of a student conduct body or university official or disruption or interference with the orderly conduct of an administrative conduct review is prohibited.

1.28 STUDY ENVIRONMENT

Residents are expected to maintain an atmosphere conducive to studying, especially in the evenings. The following policies have been implemented in an effort to maintain a supportive study and sleep environment.

- 1.28.1 **AMPLIFIED SOUND** – Amplified sound is not permitted within UCR Housing facilities or on their adjacent properties. Residents are not to place audio speakers in doorways or windows or otherwise amplify sound from doorways or windows to the outside.
- 1.28.2 **COURTESY HOURS** – Loud or disturbing sounds such as, but not limited to, talking, yelling, amplified sound, and musical instruments that interfere with others' ability to sleep or study are not permitted.
- 1.28.3 **FINALS WEEK QUIET HOURS** – Beginning at 5 pm on the final day of instruction each quarter, 24-hour Quiet Hours are in effect for the remainder of the academic quarter.
- 1.28.4 **QUIET HOURS** – Quiet Hours are those times when any noise will not be tolerated. Quiet Hours are in effect as follows, with the exception of Finals Week:

Sunday, 10 pm - Monday, 8am
Monday, 10 pm -Tuesday, 8 am
Tuesday, 10 pm - Wednesday, 8 am
Wednesday, 10 pm - Thursday, 8 am
Thursday, 10 pm - Friday, 8 am
Saturday, 1 am - Saturday, 10 am
Sunday, 1 am - Sunday, 10 am

Also, see Policy 1.28.3 Finals Week Quiet Hours

1.29 THEFT

- 1.29.1 **MATERIAL THEFT** - Theft of, conversion of, destruction of, or damage to any property of the university, or any property of others while on university premises, or possession of any property when the resident or guest had the knowledge or reasonably should have had knowledge that it was stolen is prohibited.

- 1.29.2 **SERVICES AND RESOURCE THEFT** – Unauthorized possession of, receipt of or use of any university services; equipment; or properties, including the university and any affiliated entity's name, insignia, or seal is prohibited.

1.30 THROWING, DROPPING, OR PROJECTING OBJECTS OR MATERIALS

Throwing, dropping, projecting, or allowing any object or material to fall from any residential community window, balcony, railing, bridge, or stairwell is prohibited. Similarly, throwing, dropping, or projecting any object or material at or from any structure is prohibited.

1.31 TRESPASS

Trespassing includes unauthorized entrance into residential rooms, residential units, or normally locked common areas without the permission of a resident living in that area, including suite areas and bathrooms. Residents and/or guests are prohibited from entering closed buildings without authorization. Unauthorized entry into, or access of, restricted access areas (including but not limited to: offices, behind the Resident Services Office desk, maintenance closets, loading docks, dumpsters, attic/roof access doors, rooftops, ledges, seismic bracing, fire escapes, attic space, emergency exits, construction areas, and areas marked or known to be restricted access areas in any residential facility or their adjacent property) is prohibited.

1.32 UNIVERSITY CONDUCT CODE

University regulations and policies regarding student behavior are inherent under the UCR Housing contract. Violations of the University Student Conduct Code (available at www.conduct.ucr.edu) occurring within UCR Housing facilities or on their adjacent properties may be enforced as part of the UCR Conduct Code and UCR Housing Residential Conduct Policies.

1.33 VANDALISM OR DAMAGE OF PROPERTY

Vandalism, unintentional damage, or destruction of university or personal property is not permitted. Tearing down or defacing posters, flyers, banners, and/or door decorations is also prohibited. Bills for the cost of repair of university property, including both parts and labor, will be assessed to the student accounts of those found responsible. Charges for damage in public areas and/or additional clean up not readily assessable to a particular individual may be assessed to the residents of the community where the damage has occurred. There is a \$5 minimum charge per person for each incident.

1.34 WEAPONS

Possession of firearms, ammunition, explosives, chemical weapons, other dangerous weapons, and replicas of dangerous weapons are prohibited in all Housing properties and their adjacent properties. Any weapons found will be immediately confiscated and may be destroyed. Residents using weapons for

classes must make alternate arrangements for storage outside of UCR Housing facilities. Exceptions may be granted for facsimile weapons (limited to items that may not be confused with real weapons) that are required for campus sponsored activities, such as wooden rifles for Color Guard and tools required for academic projects. Students must receive approval via the Resident Director in charge of the area prior to the on-campus storage and utilization of these items.

Definitions:

The term “possession” includes, but is not limited to, having the weapon on one’s person or storing the weapon in workplaces, residential facilities, lockers, desks, any type of carry bag or container or in vehicles on university property.

The term “weapon” encompasses any object or substance designed to inflict a wound, incapacitate or cause injury. This term includes but is not limited to, the following:

- ▶ firearms, including, without limitation, rifles, shotguns, handguns, BB or pellet guns, compressed-air guns, stun guns, paintball or airsoft guns;
- ▶ ammunition, including materials for making ammunition;
- ▶ explosive material, including bombs, grenades, rockets, and fireworks;
- ▶ chemical weapons (other than small chemical dispensers sold commercially for personal protection, such as pepper spray);
- ▶ daggers, swords, spears, knives with blades longer than 5½ inches, switchblades, butterfly knives and other bladed weapons (including those intended for ceremonial or decorative uses);
- ▶ slingshots, bows, arrows, clubs, blackjacks, nightsticks, hunting or martial arts weapons;
- ▶ weapons generally prohibited by California Penal Code 16590

SECTION 2 FACILITIES POLICIES

2.01 ANTENNAS/SATELLITE DISHES

Items such as private antennas and satellite dishes may not be mounted, attached, or placed on or outside of residential units.

2.02 BALCONIES, BRIDGES, LEDGES, PATIOS, TRELLISES, AND ROOFTOPS

The use of ledges, trellises, and rooftops for any purpose is prohibited. This includes keeping plants or other items in or on these areas. Balconies and patios are not to be used to store furniture, bicycles, or other items. Interior furniture, clotheslines, trash, mops, and unsightly items are not permitted on the balconies or in or on other exterior areas. Climbing on, around, or over balconies, bridges, and patios is prohibited. Scaling walls is not permitted. Residents are responsible for maintaining their enclosed patio area.

2.03 BARBECUES, SMOKERS, AND GRILLS

Personal barbecues, smokers, and grills are not permitted within UCR Housing facilities or on their adjacent properties.

Also, see Section 2, Policy 2.21 Public Areas

2.04 PUBLIC BATHROOMS

Individuals should use bathrooms that correspond to their gender identity or utilize bathrooms designated as gender-inclusive. In the absence of an available gender-inclusive bathroom, parents with children of a different gender and people with disabilities who have attendants/caregivers of a different gender are able to use gender-specific bathrooms. Except in the case of caregivers providing assistance, there is a limit of one person per bathroom stall at a time.

2.05 BICYCLE AND GAS-POWERED VEHICLE STORAGE

Bicycles must be stored either in a bicycle rack or in individual residential units. Mopeds or other gas-powered vehicles may not be stored inside of UCR Housing facilities and must be stored in an outdoor bicycle rack or in a motorcycle parking stall (with appropriate permit) if larger than 50cc. Bicycles and mopeds may be impounded if found unattended in any undesignated area or if they are not registered/licensed. Bicycles and mopeds may not be left in front of the building, in hallways, in other common areas, or locked up on public/common area railings, poles, or structures, other than bicycle racks.

2.06 BICYCLES, MOPEDS, SKATEBOARDS, ROLLER BLADES, ROLLER SKATES, AND SCOOTERS

- 2.06.1 **INDOOR AND OUTDOOR USAGE** – Bicycles, mopeds, skateboards, roller blades, roller skates, scooters, and other similar devices, including approved battery-powered devices, are not to be used inside any Housing facilities; additionally, residents and guests must dismount before accessing bridges, pathways, and sidewalks that are designated for pedestrian use. See also: University of California Hoverboard policy.
- 2.06.2 **BICYCLE REGISTRATION** – All bicycles and mopeds less than 50cc must be registered with Transportation and Parking Services.
- 2.06.3 **TRICK RIDING AND STUNTS** – Trick riding and stunts are prohibited within UCR Housing facilities and on their adjacent properties.
- 2.06.4 **MOPED LICENSURE** – Mopeds with engines which are 50cc or larger must be licensed.
Also, see Policy 2.20 Motor Vehicles

2.07 BUSINESSES

Any business activity, for-profit or not-for-profit, that utilizes university and/or UCR Housing resources is prohibited.

2.08 CHECKING IN / OUT

Residents are required to check-in at the RSO prior to occupying their assigned residential space. Residents will not be permitted to check-in prior to the date specified in the UCR Housing Contract. When checking-in, residents must fill out and sign a room inventory form upon inspection of the residential unit. This must be returned to the Resident Services Office within 24 hours of occupancy. Additionally, residents must follow all prescribed processes and timelines for checking out of their assigned residential space.

2.09 CHEMICALS

Storage or use of toxic, hazardous, or flammable non-household chemicals, in any quantity, or misuse of household chemicals, is prohibited within UCR Housing facilities or on their adjacent properties.

2.10 COMMON PASSAGE AREAS

Common areas, including but not limited to hallways, walkways, and stairwells, are to be kept clear of furniture, equipment, trash, personal belonging, and any other obstacles that might obstruct passage. Common areas are not to be used for resident sleeping. Personal belongings may not be left unattended or impede

others' usage of common passage areas.

Also, see Section 1, Policy 1.04 Cleanliness, Health, and Hygiene and Section 2, Policy 2.30 Trash and Recyclables

2.11 DECORATIONS

2.11.1 **DOOR DECORATIONS** - Residents are permitted to decorate their residential unit doors provided this decoration will not result in damage to the door. Residents may not post personal items in hallways on any surface, other than their door, without approval. Decorations inside residential units or on the inside of doors may not interfere with the operation of doors or windows or otherwise endanger health or safety.

2.11.2 **SURFACE AREA** - Decorations may cover no more than 25% of any surface.

2.11.3 **CEILINGS AND WALLS** - Residents are not permitted to wallpaper, paint, puncture, sticker, otherwise alter or hang anything from unit ceilings or walls (e.g. hooks or other hanging devices).

Also, see Policy 2.15.3 Holiday/Hazardous Decorations, Policy 2.31 Windows

2.12 DOORS AND LOCKS

2.12.1 **ALTERING/TAMPERING** - Altering or tampering with doors, doorjamb, door closures, doorknobs, and locking mechanisms is prohibited. Installation of any additional door locking mechanism (e.g., auto closure, deadbolt, latch, chain, etc.) is prohibited. This includes the installation of additional security alarm devices.

2.12.2 **REMOVAL/INSTALLATION** - Removing or adding doors (including closet/cabinet doors) is prohibited.

2.12.3 **SECURITY** - Residents are prohibited from using or attempting to use items other than a university-issued key or access card to unlock doors and gain entry into residential spaces. Residents are prohibited from bolting or propping open room, apartment, or hallway doors, or leaving their residential space unlocked and unattended. Residents are prohibited from opening doors for non-residents or unescorted guests.

2.13 ELEVATORS

Tampering with, vandalism of, or other misuse of elevators is prohibited, including misuse of switches, alarms, and telephones.

2.14 INTENTIONALLY LEFT BLANK

2.15 FIRE HAZARDS/FLAMMABLES

- 2.15.1 **APPLIANCES** – Open element appliances such as, but not limited to, hot plates, indoor grills, immersion heating coils, toasters, toaster ovens, soldering irons, and heat guns are prohibited in Campus Apartment bedrooms and all Residence Hall spaces with the exception of kitchens and specific kitchen-less suite apartments in Bannockburn Village (i.e. Loft Suites, Scot Suites). Space heaters, other than those issued by the university, are prohibited within all residential units. Torchiere halogen lights are not permitted in UCR Housing facilities. Connecting multiple extension cords together or overloading existing circuits is prohibited.
- 2.15.2 **FLAMMABLE MATERIALS** – Possession, storage, or use of flammable substances including gasoline, propane, butane, kerosene, food warming fuels, candles (except with clipped or removed wicks), combustible chemicals, or any item designed to utilize an open flame or where designed use requires burning is prohibited within UCR Housing facilities or on their adjacent properties. Residents in Campus Apartments may appropriately, dependent on the facility, store materials related to using barbecue facilities. For questions, concerns, or clarification, please see a UCR Residential Life staff member.
- 2.15.3 **HOLIDAY/HAZARDOUS DECORATIONS** – “Live cut” trees (such as Christmas Trees) or other combustible decorations are prohibited in the residential facilities. Any decorations (including miniature lights) in the residential communities must be made of fireproof materials and be UL (Underwriters Laboratory) list approved for the intended use.
Also, see Policy 2.11 Decorations

2.16 FURNITURE

- 2.16.1 **BEDS** – Alterations to beds, such as lofting, is prohibited. Residents with medical needs who require adjustments to bed height may submit an online service request. Adjustments are permitted only after approval by Housing Services Administration and must be performed by designated staff. Waterbeds are not permitted in UCR Housing facilities.
- 2.16.2 **COMMON AREA FURNITURE** – Furniture in common areas such as lounges, study rooms, lobbies, and pools is not to be removed from the common area.

- 2.16.3 **HAMMOCKS** – Hammocks may not be attached to UCR Housing property, including but not limited to furniture, walls, trees, and/or balconies.
- 2.16.4 **PERSONAL FURNITURE** – Personal furniture may not be stored in common areas such as lounges, study rooms, lobbies, and pools. Personal furniture kept in residential spaces must be fire rated for indoor use.
- 2.16.5 **UNIVERSITY-PROVIDED FURNITURE** – University-provided furniture may not be removed from residential rooms, suites, or apartments of original assignment without proper authorization from UCR Housing Services. Furniture may not be altered from the original design in such a manner that creates violations of health and safety codes and/or results in damage to UCR Housing property.

2.17 KEYS/CARDS

- 2.17.1 **KEY OR CARD USE** – Keys/Cards are not to be duplicated, loaned, or furnished to any other person. Additionally, providing any other person a lock access code is prohibited.
- 2.17.2 **LOCKOUTS** – Lockout keys must be returned to the RSO within 30 minutes of being issued.
- 2.17.3 **LOST KEYS OR CARDS** – Replacement keys/cards must be obtained within one business day of original keys/cards being lost.

2.18 LOFT SAFETY

- 2.18.1 **FURNITURE** – Furniture may not be relocated to or stored on lofts. No furniture is permitted on lofts with the exception of two university-issued mattresses and two university-issued metal frames.
- 2.18.2 **MAXIMUM OCCUPANCY** – No more than two people are permitted to occupy the loft space simultaneously.

2.19 MAIL/MAILBOXES

Residents must remove all items from their mailbox once every 72 hours. Residents are prohibited from pushing unwanted mail through the mailbox onto the mailroom floor.

2.20 MOTOR VEHICLES

- 2.20.1 **PARKING AND USE** - No motorized vehicle may be parked, stored, or used within UCR Housing facilities or on their adjacent properties (except in designated parking areas). Motorized

vehicles must be parked appropriately in designated parking areas only. Pocket motorbikes and unlicensed motorized scooters are not street-legal and are not to be used on UCR streets, roadways, or sidewalks or in parking areas. Motorized wheelchairs and other motorized devices, which act as aids to residents who have a disability, are an exception to this policy.

2.20.2 **VEHICLE WASHING** - Washing of any vehicle is prohibited.

2.20.3 **ENGINE MAINTENANCE AND MAJOR VEHICLE REPAIR**

- Engine maintenance or major vehicle repair may not be performed on/in a Housing facility or on their adjacent property (including parking lots). Vehicles not in operating condition or abandoned must be removed or the university will remove them at a charge to the Resident.

Also, see Policy 2.06.1 Indoor and Outdoor Usage.

2.21 PUBLIC AREAS

Residential community public spaces are not available to campus clubs, organizations, or departments without expressed permission by UCR Housing Administration. This includes, but is not limited to, hall lounges, lobby areas, parking areas, barbecue areas, fire pits, swimming pools, and surrounding grounds. No unauthorized formal gatherings are allowed. Campus clubs, organizations, or departments granted permission by UCR Housing Administration to utilize residential community public areas must adhere to all UCR Housing Residential Conduct Policies, including any specific policies provided to them for their event and/or location.

Also, contact Conference, Events, and Catering Services Office at 827-5471 for usage details

2.22 REFRIGERATORS

Supplemental personal refrigerators are not allowed in Housing facilities. In the UCR Campus Apartments, large university-issued refrigerators must remain in the kitchen. Compact university-issued refrigerators in kitchen-less suites at Bannockburn Village must remain in resident rooms. In the Residence Halls, university-issued microfridges must remain in resident rooms. Microfridges must be emptied, unplugged, and opened prior to resident departure for Winter Break, Spring Break, and final move-out. At Pentland Hills, large university-issued refrigerators must remain in the kitchenettes.

2.23 REPAIRS

Residents may not make repairs to residential facilities or furniture.

2.24 ROOM/BED SPACE AVAILABILITY

If there is an unoccupied space in a residential unit, the current resident(s) may not take over that space with their belongings. Residents are required to keep their room in such a state that a new roommate could move in with no advance notice.

2.25 ROOM/SUITE/APARTMENT CHANGES

Unauthorized room, suite, and/or apartment changes are prohibited.

2.26 SECURITY

Jeopardizing or interfering with the safety and security systems of UCR Housing facilities is prohibited. This includes but is not limited to: propping open facility egress doors; unauthorized use of emergency doors; and/or tampering with surveillance cameras, parking gates, "EXIT" and other safety and security signs, lights, and other security mechanisms.

2.27 SIDEWALK CHALKING

Writing on sidewalks is prohibited.

Also, see Section 1, Policy 1.33 Vandalism of Damage of Property

2.28 SUBLEASING

Subleasing of Housing spaces is prohibited, including any kind of short or long term rental for money or any other item representative of value.

2.29 SWIMMING POOLS

2.29.1 **POOL USE** – Use of swimming pools is restricted to residents of that building and a maximum of 6 escorted guests. Pools may only be used during posted hours. All rules and regulations posted at the pool must be followed.

2.29.2 **WADING POOLS** – Wading pools and other water-related recreational activities and devices are not allowed within UCR Housing facilities or on their adjacent properties.

Also, see Section 1, Policy 1. 1.25.2 Water related activities

2.30 TRASH AND RECYCLABLES

2.30.1 **DUMPSTER USE** – All people are prohibited from removing trash or recycling from dumpsters.

2.30.2 **TRASH DISPOSAL AND RECYCLABLES** – Trash and recyclable disposal must be done using the trash chutes or appropriate receptacles. Using public area trash receptacles to dispose of trash or recyclables from your assigned unit is prohibited.

Also, see Section 1, Policy 1.04 Cleanliness, Health, and Hygiene and Section 2, Policy 2.10 Common Areas

2.31 WINDOWS

- 2.31.1 **COVERING WINDOWS** – Windows are not to be covered or visually obstructed, with the exception of UCR Residential Life and Housing approved postings and/or university-issued window coverings, this includes a prohibition on the use of flags, boards, foil, and paper to cover the window.
- 2.31.2 **ENTERING/EXITING** – Entering or exiting the building through a window is prohibited except in the case of emergency. Residents may not use windows to bring items in or out of Housing facilities.
- 2.31.3 **HANGING ITEMS** – Items are not to be hung out windows. Air-conditioners and other non-standard items may not be installed by residents.
- 2.31.4 **SCREENS** – In areas where screens are present, window screens may not be removed at any time.

SECTION 3

DINING POLICIES

3.01 DINING FACILITY BEHAVIOR

Dining facilities are an extension of UCR Housing and all UCR Housing Residential Conduct Policies are in effect in Dining facilities. In addition, residents are responsible for abiding by the policies and procedures of the Dining facilities. Policies also apply to special event meals and barbecues where appropriate.

- 3.01.1 **BUSING DISHES** – Residents are responsible for taking dishes to the dish return area at the end of each meal.
- 3.01.2 **CARD USE** – Residents' UCR Card must be shown at all meals in such a manner that the photo is clearly visible to the cashier. This card is not transferable and no one else is allowed to use your card. Dining plan holders may not pass, loan, or sell meals or their ID card to anyone for any reason.
- 3.01.3 **CHAIRS** – Chairs must be pushed in when leaving the table.
- 3.01.4 **DINING SERVICES PROPERTY** – No Dining Services property may be removed from the dining room.
- 3.01.5 **DISTURBANCES** – Disturbances in the Dining facilities including food fights, the throwing of any objects, and the destruction of property are prohibited.
- 3.01.6 **DRESS CODE** – In accordance with the State Health Code, residents and guests must be fully dressed which includes upper and lower body coverings and footwear.
- 3.01.7 **ENTRY AND RE-ENTRY** – Individuals including guests are not permitted to enter a residential restaurant without purchase. Leaving and re-entry into a residential restaurant is not permitted. Additional meals (including those for guests) must be purchased.
- 3.01.8 **FOOD** – No food may be taken out of a residential restaurant with the exception of one piece of fruit or one dessert item. If to-go or sick meal options are provided, to-go meals may be taken out in accordance with Dining guidelines.
- 3.01.9 **PERSONAL PROPERTY** – Bags (including but not limited to backpacks, oversized handbags, and book bags) and beverage containers other than authorized UCR Housing sustainable containers, are not permitted in the residential restaurants. Skateboards and scooters may be taken into the residential

dining areas. However, skateboards and scooters must be placed in a manner that does not interfere with travel flow and/or otherwise creates a hazard to others.

SECTION 4

COMPUTING FACILITIES/ CONNECTION USE POLICIES

Use of Housing computing facilities and networks is a privilege and requires users to act responsibly. Users are to respect the rights of other users, respect the integrity of the systems and related physical resources, and observe all relevant laws, regulations, and contractual obligations. Information regarding Housing computing resources can be viewed at housing.ucr.edu. Information on University of California computing policies is accessible at cnc.ucr.edu/policies.html. UCR Housing reserves the right to immediately suspend computing privileges if a user and/or user's machine is operating in a manner that allegedly violates acceptable use policies. Residents will be notified upon disconnection. The connection may not be reinstated until the investigation is complete and/or determination is made that reconnection would not jeopardize network integrity. Permanent suspension of connectivity may apply as part of a disciplinary sanction.

4.01 COMPUTER LAB BEHAVIOR

- 4.01.1 **ACADEMIC PRIORITY** – Academic work takes priority over non-academic activities.
- 4.01.2 **FOOD AND/OR DRINKS** – Food and/or drinks are prohibited in the Housing Computer Labs and computer gaming rooms.
- 4.01.3 **INSTALLATION** – Installation of any hardware (except flash drives) or software on the lab computers is prohibited.
- 4.01.4 **POSTED POLICIES** – Residents must adhere to all policies posted in the Housing Computer Labs.
- 4.01.5 **PROPER USE** – Residents are responsible for properly using the provided equipment and promptly reporting any failures to UCR Housing.
- 4.01.6 **RESIDENTIAL USE** – Computer Labs are only to be used by residents living in UCR Housing facilities.
- 4.01.7 **RESPECTFUL BEHAVIOR** – Residents are to respect the rights and needs of others using the facility and behave in a manner conducive to studying.

4.02 GENERAL COMPUTER USE

- 4.02.1 **ACCOUNT AND PASSWORD SECURITY** – Residents are prohibited from intentionally or unintentionally furnishing their account passwords to others for any Housing computing system.

- 4.02.2 **ACTIVATION** – Policies stated in the “Terms of Service” agreement upon activating a room port or computer lab account are inherent under this policy code.
- 4.02.3 **CIRCUMVENTION** – Succeeding in or attempting to circumvent data protection schemes or uncover security loopholes is prohibited within the Housing Network or other networks connected to the Housing Network. This includes but is not limited to port scanning, packet sniffing, and other methods.
- 4.02.4 **DMCA** – Unauthorized distribution and/or reproduction of any U.S. copyright law protected material, including but not limited to software, video, digital books, and/or audio files, is prohibited.
- 4.02.5 **LIMITING NETWORK SERVICE** – Operations which are designed to limit network service or that of another user’s system are prohibited.
- 4.02.6 **MASKING IDENTITY** – Masking the identity of an account or machine is prohibited.
Also, see Section 1, Policy 1.01 Abuse, Threatening Behavior, Harassment, and Violence
- 4.02.7 **TAMPERING** – Tampering with the lab computers’ and/or other residents’ systems’ files, passwords, or accounts is not permitted. This includes but is not limited to hacking/cracking into other systems for any purpose.
- 4.02.8 **THEFT OR ABUSE OF UNIVERSITY COMPUTER AND OTHER UNIVERSITY ELECTRONIC RESOURCES** - Theft or abuse of university computers and other university electronic resources such as computer and electronic communications facilities, systems and services is prohibited. Abuses include (but are not limited to) unauthorized entry, use, transfer, or tampering with the communications of others; interference with the work of others and with the operation of computer and electronic communications facilities, systems, and services.

4.03 IN ROOM CONNECTION BEHAVIOR

- 4.03.1 **COMMERCIAL USE** – Using an in-room internet connection for any commercial use is prohibited.
- 4.03.2 **DHCP** – All machines on the Housing Network must use DHCP (Dynamic Host Configuration Protocol); failure to use DHCP will result in immediate disconnection.
- 4.03.3 **IP ADDRESS** – Residents must use the IP address supplied via DHCP. Static or manual IP addresses are prohibited.

- 4.03.4 **ROUTERS** – Use of routers, bridges, switches, access points, and/or hubs is not permitted in areas where university-issued internet access is provided.
- 4.03.5 **UNAUTHORIZED SERVERS/WEBSITES** – Establishing an unauthorized server or website on the network is prohibited.

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