Students are required to notify the university registrar of a change of permanent (home) or present (local) mailing address within 48 hours of such a change. Changes in address may be made using ISIS Online. Students bear the full responsibility for any consequences resulting from official University communications misdirected or not received because of an incorrect address.

**Alcohol and Drug Policy**

The University of Virginia prohibits the illegal or otherwise irresponsible use of alcohol and other drugs. It is the responsibility of every member of the University community to know the risks associated with substance use and abuse. This responsibility obligates students and employees to know relevant University policies and federal, state and local laws, and to conduct themselves in accordance with these laws and policies. To these ends, the University publishes the following information regarding University policies and sanctions, laws and penalties concerning substance use and abuse, health and behavioral risks of drug use, and resources for treatment and educational programming.

**Alcohol** Virginia State laws concerning the purchase, possession, consumption, sale and storage of alcoholic beverages include the following:

1. Any sale of an alcoholic beverage requires a license from the Virginia Alcoholic
The University encourages civility and mutual respect among all members of the community. Any student who believes he or she has been the target of bias may file a complaint through the “Just Report It” Bias Reporting system. The Web site provides complete details, including U.Va.’s definition of “bias complaint,” what to expect in response from the University when such a complaint is reported, how to preserve evidence, and what resources and support are available. Complaints can be filed online, over the telephone or in person. See www.virginia.edu/justreportit.

**Bicycle Policy**

The University of Virginia, in support of its Security Policy to maintain a safe and secure atmosphere for the community of students, faculty, staff and visitors to the Grounds, is committed to establishing an environment that encourages the proper use and parking of bicycles on the Grounds.

Encouraging the use of bicycles by members of the University community underscores the value of biking as an environmentally sound mode of transportation as well as the need to educate persons about the rights of those on bicycles. At the same time, the University must maintain a safe environment for pedestrians approaching, entering and utilizing buildings on the Grounds. It is important that bicyclists ride safely on sidewalks where permitted, and use bicycle racks for parking to ensure that their bicycles do not impede passage into or from buildings in emergency situations. It is also important that bicycles not be locked to railings constructed for persons with disabilities or locked to trees, bushes, or crowd control chains/fences in order to avoid damage to the Grounds.

**Procedures**

Given that bicycles are a form of transportation, the Department of Parking and Transportation is responsible for the issuance and administration of University bicycle regulations governing appropriate use and storage of bicycles.

The University Police Department provides an opportunity for individuals to voluntarily register their bicycles as a passive anti-theft device.

An active University Cycling Club together with the Charlottesville Bike Club provide a pamphlet containing a bicycle map of the Grounds and pertinent safety suggestions.

**Computer Usage Policy**

This policy applies to all computing and communications facilities and equipment purchased or leased with University funds. This policy is also known as the “Ethics in Computer Usage” Policy.

Everyone within the University of Virginia community who uses University computing and communications facilities has the responsibility to use them in an ethical, professional and legal manner. This means that users agree to abide by the following conditions:

- The integrity of the systems must be respected. This means that users of systems will not divulge passwords, pins, private keys, or similar elements to anyone else, and they will not exploit sessions left open or otherwise misappropriate or steal the “identity” of another user.
- Privacy of other users must not be intruded upon at any time.
- Users must recognize that certain data are confidential and must limit their access to such data to uses in direct performance of their duties.
- The rules and regulations governing the use of facilities and equipment must be respected. Persons responsible for computing devices connected to the network will ensure that those devices are maintained in a secure state in accord with related policy.
No one shall obtain unauthorized access to other users’ accounts and files. The intended use of all accounts, typically for university research, instruction and administrative purposes, must be respected. Commercial use is prohibited. Users shall become familiar with and abide by the guidelines for appropriate usage for the systems and networks that they access.

Access to University computing and communications equipment and facilities may be revoked for reasons including, but not limited to, attacking the security of the system, modifying, deleting, or divulging private information such as file or mail contents of other users without their consent, modifying or destroying University data, or using the national networks in a manner contrary to the established guidelines. Revocation of access may be done at any time by University system administrators in order to safeguard University resources and protect University privileges. Such revocation may be appealed to a committee appointed by the Vice President and Chief Information Officer.

If abuse of computer systems occurs, those responsible for such abuse are held accountable and may be subject to disciplinary action. Report any abuse of computer systems and resources to abuse@virginia.edu.

Responsibility For Accounts Each University user is responsible for the activity of all computing accounts in his or her name. No user should ever give access to his or her accounts to another person. All users should take appropriate precautions to ensure no one else uses their accounts.

Retention of Computer Files The University regards electronic mail and voice communications as vehicles for delivery of information and not as mechanisms for the retention or archiving of such information.

It is the responsibility of the individual sender and/or receiver of such messages to determine which information should be retained or archived. Records should be retained in accordance with the University’s financial and administrative policy on records retention and disposition (policy #II.C.1) and the Virginia state code. Records that are retained by an individual, even if they are retained on an electronic medium, are subject to the Virginia Freedom of Information Act and the Privacy Act. Current electronic technology is not considered acceptable for permanent (archival) storage. Thus, documents judged to be archival should be stored on an appropriate medium such as paper or microfilm.

Users of computer systems are expected to abide by the Computer Usage Policy.

Respect for Copyrights of Digital Materials and Software It is the policy of the University to respect the copyright protections given by federal law to owners of digital materials and software. It is against University policy for faculty, staff, or students to use University equipment or services to access, use, copy or otherwise reproduce, or make available to others any copyright-protected digital materials or software except as permitted under copyright law (especially with respect to “fair use”) or specific license.

The software provided through the University for use by faculty, staff, and students may be used only on computing equipment as specified in the various software licenses.

The University regards violation of this policy as a serious matter, and any such violation is without its consent and is subject to disciplinary action. Repeated violations will result in loss of computing privileges, among other sanctions. For other policies related to computer use, consult www.itc.virginia.edu/policy.