



## Department of Student Rights and Community Standards

### Section 10. Library and Technology Services

**Applicability of ITS Policies:** Technology use policies apply to all University computer resources and information systems, to all University library resources, and to all telecommunications resources at Brandeis.

The technology resources managed by ITS are intended to support learning, teaching, and scholarship. It is the responsibility of all community members to be informed about the policies and procedures that govern use of these services.

Please refer to the [Policies governing use of information technology](#) as well as [Library Policies](#) at Brandeis.

In addition, please see the [description of all ITS services and resources](#).

**10.1. ITS Authorized Use:** Students must not use passwords, passphrases, or Identification Cards or accounts other than their own. Students may not release another community member's personal information. Students are also expected to refrain from gaining access to restricted resources or restricted portions of systems to which they have not been given access.

**10.2. ITS Appropriate Use:** The University may establish "reasonable use" policies that recognize that resources are finite and therefore subject to regulation or limitation (i.e., bandwidth). Students agree to follow established procedures for using and protecting library and technology resources, including managing passwords and passphrases, and for maintaining the physical and electronic integrity of networks, systems, software, equipment, and accounts. In particular, students must not send unsolicited bulk communications (spam), use disproportionate amounts of network resources, conduct unauthorized network scans or probes, capture or intercept other users' private communications, or introduce malicious programs into the system.

**10.3. Electronic Access and Privacy:** Students must respect the privacy of all members of the academic community. Students should understand that their computer files, telephone records, etc., may be subject to access by employees of the University for a number of legitimate reasons: for example, to assist state or federal authorities in an investigation; to conduct an internal Brandeis investigation in relation to violation(s) of policy, to access data in files of personnel for whom they are responsible; or to maintain a system or website (see [Section 16.2](#)).

**10.4. Digital Civility:** When using computing or telephone resources, students must not hide their identity for malicious purposes or assume the identity of another. Students must not harass (cyber-bully) others by using computer or telephone resources to make unwelcome contact. Material that is explicitly sexual or offensive may not be displayed, consistent with the Brandeis University Policy Statement on Non-Discrimination and Harassment (see [Section 3](#)).

**10.5. Copyright:** Copyright policies are designed to respect the rights of copyright holders while providing for the fair use of copyrighted materials by Brandeis students. For information about copyright policies, see the [Copyright Policies](#).

Students are expected to comply with all local, state, and federal laws, including laws on copyright and other intellectual property laws. Use of some electronic resources is governed by license agreements restricting the Brandeis community's access to them. It is the responsibility of all community members to ensure that they employ these resources only for individual, educational, and noncommercial purposes.

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