

## *Texas A&M University-San Antonio*

### **29.01.02.O0.01**

### **Software Licensing**

Approved: November, 2013

Reviewed: November, 2015

Next Scheduled Review: November, 2020

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## **Procedure Statement**

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This Procedure regulates the legitimate use and possession of software appropriately licensed by The University. This reinforces the need to fully document and legitimize the appropriate use of any software on Texas A&M University-San Antonio (A&M-San Antonio) information resources.

This Procedure supplements Texas A&M University System (System) Regulation [29.01.02 Use of Licensed Commercial Software](#).

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## **Official Procedure**

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1. All computer software under the control of and used by employees of Texas A&M University-San Antonio (A&M-San Antonio) must be appropriately licensed. All original license agreements shall be centrally maintained in the Procurement Office with copies provided to central IT and the department in which the software is being used. Software that is licensed for use on the university's network servers or enterprise wide adoptions will be maintained by central IT.
2. No computer software may be copied by an employee of (A&M-San Antonio) unless the license agreement specifically requires it, or the license agreement specifically approves such a procedure and copying has been approved by the person holding the license. The unauthorized use, copying, or distribution of copyrighted software is a violation of the U. S. Copyright Act. Employees should refer to System Regulation 29.01.02, Use of Licensed Commercial Software, for more information on the responsibilities of System employees with regard to the use of computer software protected under the Copyright Act.
3. All University software assets will be subject to network scans or documentation audits for unauthorized software by ITS. If an individual to whom the asset has been assigned is found to have violated the rights of a copyright owner, the individual may be exposed to both civil and criminal liability. (Refer to the Copyright Act.) Those found in violation may be subject to penalties or university administered disciplinary actions. In the case of copyright infringement the employee and/or the department will be held responsible for any actions resulting from the infringement.

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## **Related Statutes, Policies or Requirements**

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System Policy [29.01 Information Resources](#)

System Regulation [29.01.02 Use of Licensed Commercial Software](#)

A&M-San Antonio Procedure 29.01.03.00.01 *Electronic Information Services Access and Security*

[DIR Practices for Protecting Information Resources Assets](#)

[Family Educational Rights and Privacy Act \(FERPA\)](#)

[Gramm Leach Bliley Act \(GLB Act\)](#)

[Health Insurance Portability and Accountability Act \(HIPAA\)](#)

[Texas Administrative Code \(TAC\) 202](#) as amended or supplemented

[Texas Administrative Code \(TAC\) 202.75 Security Standards for Institutions of Higher Education](#)

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## **Contact Office**

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Business Affairs, Information Technology Services (210)784- HELP (4357)

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