



Approved: April, 2014

Next Scheduled Review: April, 2019

---

## Procedure Statement

---

End-user license agreements are used by software and other information technology companies to protect their valuable intellectual assets and to advise technology users of their rights and responsibilities under intellectual property and other applicable laws. More importantly, installation of any software must have a justifiable business purpose and must be properly licensed.

---

## Reason for Procedure

---

The purpose of this Procedure is to establish the procedures for licensed software use on Texas A&M University-Texarkana (TAMUT) Information Resources. It applies to all individuals who use TAMUT Information Resources.

---

## Definitions

---

**Information Technology:** The name of the TAMUT department responsible for computers, networking and data management.

**Vendor:** Someone who exchanges goods or services for money.

---

## Procedures and Responsibilities

---

### 1. GENERAL

1.1 All software installed on TAMUT owned or operated computer systems used by faculty members, staff members, or students in the conduct of TAMUT business must be appropriately licensed.

1.1.1 For software having a licensing agreement, those installing it or authorizing the installation of the software, should be familiar with the term of the agreement. Where feasible, the licensing agreement should be maintained in the department that operates the system on which the software is installed.

1.1.2 In cases where this is not feasible, individuals or departments should maintain sufficient documentation (e.g., End User License Agreements, purchase receipts, etc.) to validate that the software is appropriately licensed.

- 1.2 Third party copyrighted information or software that TAMUT does not have specific approval to store and/or use, must not be stored on TAMUT systems or networks. System administrators will remove such information or software unless the involved users can provide proof of authorization from the rightful owner(s).
- 1.3 For instances in which the department is the owner-custodian or custodian of the system hosting the software, the department is responsible for ensuring compliance with this procedure.
- 1.4 From time to time, Information Technology will perform scans on the network to ensure there is no unapproved software on any computer.
- 1.5 Software purchased with personal funds may not be installed on TAMUT computers.
- 1.6 Software purchased with TAMUT funds may not be installed on computers that are not TAMUT property.

## **2. DISCIPLINARY ACTIONS**

Violation of this procedure may result in disciplinary action which may include termination for employees, termination of business relationships for contractors or consultants, dismissal for interns and volunteers, or suspension or expulsion for students. Additionally, individuals are subject to loss of TAMUT Information Resources access privileges and civil and criminal prosecution.

---

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

---

[Texas Administrative Code, Title 1, Part 10, Chapter 202, Subchapter C, Rule § 202.75, Information Resources Security Safeguards](#)  
[System Policy 07.01, Ethics](#)  
[System Regulation 29.01.02, Use of Licensed Commercial Software](#)  
University Procedure 29.01.03.H0.29, Security of Electronic Information Resources

---

## **References**

---

Copyright Act of 1976  
Foreign Corrupt Practices Act of 1977  
Computer Fraud and Abuse Act of 1986  
Computer Security Act of 1987  
The Health Insurance Portability and Accountability Act of 1996 (HIPAA)  
The State of Texas Information Act  
Texas Government Code, Section 441  
Texas Administrative Code, Chapter 202  
UP 29.01.03.H0.22 Authorized Software

IRM Act, 2054.075(b)  
The State of Texas Penal Code, Chapters 33 and 33A  
DIR Practices for Protecting Information Resources Assets  
DIR Standards Review and Recommendations Publications

---

## **Contact Office**

---

Information Security Officer  
903-886-5425