

TEXAS A&M
INTERNATIONAL
UNIVERSITY™
Standard Administrative Procedure

29.01.99. L1.20 Authorized Software

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Author: Office of Information Technology

Standard Administrative Procedure Statement

General

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.

Applicability

The purpose of this SAP is to establish the procedures for licensed software use on Texas A&M International University (TAMIU) Information Resources. It applies equally to all individuals that use any TAMIU Information Resources.

Definitions

Office of Information Technology (OIT): The name of the TAMIU 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 TAMIU owned or operated computer systems used by faculty members, staff members, or students in the conduct of TAMIU 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 terms 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 No software may be copied or installed by any faculty member, staff member, or student unless the licensing agreement specifically grants such a procedure.
- 1.3 Third party copyrighted information or software that TAMIU does not have specific approval to store and/or use, must not be stored on TAMIU 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).
- 1.4 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 SAP.
- 1.5 From time to time, OIT will perform scans on the network to ensure there is no unapproved software on any computer.

For a current list of TAMIU's authorized and supported software, please refer to the OIT website at: <http://oit.tamiu.edu>

Disciplinary Actions

Violation of this policy may result in disciplinary action which may include termination for employees and temporaries, 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 TAMIU Information Resources access privileges and civil and criminal prosecution.

<i>Related Statutes, Policies, Regulations, Rules or Requirements</i>
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TAC 202.75 Security Standards for Institutions of Higher Education

Supplements System Policy 07.01, Ethics
System Regulation 29.01.02, Use of Licensed Commercial Software
University Rule 29.01.99.M1, Security of Electronic Information Resources
University Rule 29.01.99.M2, Rules for Responsible Computing

<i>Appendix</i>

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
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

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