

THE TEXAS A&M UNIVERSITY SYSTEM HEALTH SCIENCE CENTER INTERNAL POLICIES

29.01.02.Z1.01 Software Licensing

Approved February 21, 2000

Revised September 1, 2010

Supplements System Regulation 29.01.02

1.GENERAL

1.1.Introduction

End-user license agreements are used by software and other information technology companies to protect their valuable intellectual assets and to advise technology user of their rights and responsibilities under intellectual property and other applicable laws.

1.2.Audience

The Texas A&M University System Health Science Center (HSC) Software Licensing Policy applies equally to all individuals that use any HSC information resources.

1.3.Ownership of Electronic Files

Electronic files created, sent, received, or stored on information resources owned, leased administered, or otherwise under the custody and control of the HSC are the property of the HSC.

1.4.Privacy

Electronic files created, sent, received, or stored on information resources owned, leased, administered, or otherwise under the custody and control of the HSC are not private and may be accessed by HSC information system employees at any time without knowledge of the information resources user or owner. Electronic file content may be accessed by appropriate personnel in accordance with the provisions and safeguards provided in the Texas Administrative Code 202, Information Security Standards.

1.5.Definitions

- **Information Resources (IR):** Any and all computer printouts, online display devices, magnetic storage media, and all computer-related activities involving any device capable of receiving email, browsing Web sites, or otherwise capable of receiving,

storing, managing, or transmitting electronic data including, but not limited to, mainframes, servers, personal computers, notebook computers, hand-held computers, personal digital assistants (PDA), pagers, distributed processing systems, network attached and computer controlled medical and laboratory equipment (i.e. embedded technology), telecommunication resources, network environments, telephones, fax machines, printers and service bureaus. Additionally, it is the procedures, equipment, facilities, software, and data that are designed, built, operated, and maintained to create, collect, record, process, store, retrieve, display, and transmit information.

- **Office of Information Technology (OIT):** The name of the institution department responsible for computers, networking and data management.
- **Information Resources Manager (IRM):** Responsible to the State of Texas for management of the institution's information resources. The designation of an institution information resources manager is intended to establish clear accountability for setting policy for information resources management activities, provide for greater coordination of the state institution's information activities, and ensure greater visibility of such activities within and between state agencies. The IRM has been given the authority and the accountability by the State of Texas to implement Security Policies, Procedures, Practice Standards, and Guidelines to protect the information resources of the institution. If an institution does not designate an IRM, the title defaults to the institution's President, and the President is responsible for adhering to the duties and requirements of an IRM.
- **Vendor:** A person who supplies goods or a service to a governmental entity or another person directed by the entity. The term does not include a state agency or institution, except for Texas Correctional Industries. The term includes an officer or employee of a state agency or institution when acting in a private capacity to supply goods or a service.

2.SOFTWARE LICENSING POLICY

- 2.1.HSC provides a sufficient number of licensed copies of software such that users can function in an expedient and effective manner. Management must make appropriate arrangements with the involved vendor(s) for additional licensed copies if and when additional copies are needed for business activities.
- 2.2.Third party copyrighted information or software, that HSC does not have specific approval to store and/or use, must not be stored on HSC systems or networks. Systems administrators will remove such information and software unless the involved users can provide proof of authorization from the rightful owner(s).
- 2.3.Third party software in the possession of HSC must not be copied unless such copying is consistent with relevant license agreements and prior management approval of such copying has been obtained, or copies are being made for contingency planning purposes.

3.DISCIPLINARY ACTIONS

Violations of this policy may result in disciplinary action which may include termination for employees and temporary workers; a termination of employment relations in the case of contractors or consultants; dismissal for interns and volunteers; or suspension or expulsion in the case of a student. Additionally, individuals are subject to loss of HSC information resources access privileges, civil, and criminal prosecution.

OFFICE OF RESPONSIBILITY:

Vice President for Information Technology and Chief Information Officer