Texas A&M Health Science Center Guidelines

29.01.02.Z1.01 Guideline: Software Licensing

Approved February 21, 2000
Revised September 1, 2010
Revised February 13, 2013

Supplements System Regulation 29.01 and TAMU SAP 29.01.03.M1.05

Reason for the Guidelines

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

1. Software Licensing
   1.1 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.

   1.2 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).

   1.3 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.

2. 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 Finance and Administration