

UNIVERSITY PROCEDURES
TEXAS A&M UNIVERSITY-CORPUS CHRISTI

21.01.06.C2.22 Software Licensing

Approved June 11, 2007

Supplements University Rule 21.01.06.C2

1. GENERAL

The purpose of the software licensing procedure is to establish the rules for the installation, control, maintenance, auditing, and use of licensed software on university information resources.

2. APPLICABILITY

This university procedure applies to all university information resources.

The purpose of the implementation of this university procedure is to provide a set of measures that will mitigate information security risks associated with software licensing.

There may also be other or additional measures that will provide appropriate mitigation of the risks. The assessment of potential risks and the application of appropriate mitigation measures are to be determined by the information resource owner or their designee. In accordance with Texas Administrative Code 202 - Information Security Standards, each department and/or resource owner may elect not to implement some or all of the risk mitigation measures provided in this university procedure based on information security risk management decisions and business functions. Such risk management decisions must be documented in the annual security assessment report (See University Rule 21.01.06.C2 Security of Electronic Information Resources).

The intended audience is all users of university information resources.

3. DEFINITIONS

Please refer to University Procedure 21.01.06.C2.01 Definitions.

4. PROCEDURES

4.1. All university information resources are subject to annual software audits, as per Texas A&M System Regulation 21.99.10.C1 Licensed Commercial Software.

4.2. Copyrighted software must not be installed on university information resources until an appropriate license has been obtained for the software. Resource custodians shall remove any infringing software from university information resources that they are responsible to maintain unless the user can provide proof of authorization from the rightful owner(s).

4.3. Any university employee who becomes aware of the unauthorized or illegal installation, copying, use, distribution, or transmission of software within the

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university should promptly notify his or her supervisor, the Media and Computer Services Helpdesk, or the Information Resources Manager.

- 4.4. The university shall provide services for software auditing, control, and support through the department of Media and Computer Services.
 - (1) Additional software acquisitions not covered under standard software must be coordinated with the university purchasing department and Media and Computer Services.
 - (2) Software acquisitions that are not coordinated with these departments shall not be supported by Media and Computer Services and all maintenance and licensing costs will be the sole responsibility of the department that acquired the software.
 - (3) The Information Resources Manager may deny the purchase or support of any software that conflicts or overlaps with university software agreements.
- 4.5. Software media, authorized backups, and licensing authentication mechanisms (e.g. keys, files, dongles, etc) must be:
 - (1) clearly marked as university property and include vendor name, software name, software version, and responsible department,
 - (2) stored in a secure location,
 - (3) tracked to monitor distribution,
 - (4) inventoried and reviewed annually, at a minimum, for necessity, or
 - (5) destroyed when no longer useful or after the license expires.
- 4.6. All university departments and organizations shall make their information resources accessible to the software auditing and control mechanisms administered by Media and Computer Services.
 - (1) Departments and organizations with information resources that cannot be monitored by these mechanisms must maintain a detailed record of all to include licensed, freeware, shareware, and open source software within their environment. This does not apply to open source and third party software that is distributed and licensed as a part of an operating system.
 - (2) Departments and organizations maintaining their own software licensing agreements are responsible for maintaining all license agreements,

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authentication mechanisms, physical and logical media, documentation, and purchase orders for review by the university, Texas A&M System or state auditors.

- 4.7. To adequately monitor and maintain software licensing agreements throughout the university, all information resources must following the cascade procedures and guidelines set forth by Media and Computer Services.

5. CONSEQUENCES FOR VIOLATIONS

All university employees to include staff, tenured and non-tenured faculty, graduate assistants, student workers, interns, guests, volunteers, and probationary, temporary, or wage employees as well as contractors, consultants, and vendors required to adhere to this university procedure may be subject to criminal, civil, or disciplinary actions consistent with federal and state laws, system policies, and university rules.

Individuals found in violation of this university procedure are subject to loss of access privileges to university information resources (e.g. servers, workstations, email, etc). In addition, contracts associated with contractors, consultants, or vendors are subject to review and possible termination. Any device, system, or software found in violation of this procedure may be confiscated and temporarily stored by the Information Resources Manager or a representative of the office.

Additional guidance may be found, but is not limited to, the following policies and rules.

- Texas A&M System Policy
 - 01.03 Appointing Power and Terms and Conditions of Employment
 - 07.01 Ethics Policy, TAMUS Employees
 - 32.02 Discipline and Dismissal of Employees
 - 32.02.02 Discipline and Dismissal Procedure for Nonfaculty Employees
 - 33 Employment, Standards of Conduct
- Texas A&M University-Corpus Christi Rule
 - 12.01.99.C3 Faculty Dismissals, Administrative Leave, Non-Reappointments and Terminal Appointments
 - 13.02.99.C1 Student Disciplinary Proceedings

Contact for Interpretation: Assistant Vice President for Technology

Office of Responsibility: Executive Vice President, Finance & Administration