



SAP 29.01.02.N0.01 Software Licensing & Installations

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Summary

The software licensing SAP applies to all agency personnel, information systems and non-agency owned systems that have agency-owned software/licenses installed. 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.

Requirements

1. License Use

- 1.1 The agency provides a sufficient number of licensed copies of software such that personnel can function in an expedient and effective manner. The agency business units must make appropriate arrangements with Network and Information Services in order that the involved vendor(s) can be contacted for additional licensed copies if and when additional copies are needed for business activities.
- 1.2 Agency software and license purchases, license record maintenance and software reporting shall be done by NIS.
- 1.3 NIS budgets for all licenses that are a part of the agency's standard software configuration on standard agency hardware and mission-critical enterprise information systems.
- 1.4 Agency business units shall be responsible for the cost of non-standard and specialty software licenses.
- 1.5 Agency personnel shall review and abide by the software license agreement. (Some software is free for personal use only, when used in a business capacity at TEEX would be considered commercial use.)
- 1.6 Agency-licensed software shall be installed only on agency-owned information resources unless a contractual exception is present.

2. Third Party Software

- 2.1 Third party copyrighted information or software, that the agency does not have specific approval to store and/or use, must not be stored/used on agency systems. NIS will remove such information and software unless the involved users can provide proof of authorization from the rightful owner(s).

- 2.2 Third party software in the possession of agency personnel 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.
- 2.3 Software installations on TEEX IT resources that result in conflicts and or security risks may be removed or disallowed by NIS.

Quality Assurance Measures

Violation of this SAP 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; or suspension or expulsion in the case of a student. Additionally, individuals are subject to loss of agency information resources access privileges, civil, and criminal prosecution.

Related Statutes, Policies, or Requirements

[Texas A&M University System Regulation 29.01.02 Use of Licensed Software](#)

Office of Responsibility

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