

**PRAIRIE VIEW A&M UNIVERSITY**  
**Administrative Procedures Manual**

Statement of Responsibility  
Use of PC Software and Hardware

1. Prairie View A&M University licenses the use of computer software from a variety of outside companies. The University does not own this software nor its related documentation and, unless authorized by the software developer, does not have the right to reproduce it.
2. With regard to use of PCs, Local Area Networks or multiple machines, all University employees may use the software only in accordance with the license agreement.
3. University employees learning of any misuse of software or related documentation within the University will notify the department or administrative unit head, who will, in turn, notify the University Data Security Officer.
4. According to U.S. Copyright laws, illegal reproduction of software can be subject to civil damages of as much as \$100,000 per copyright violated and criminal penalties, including fines and imprisonment.
5. University employees who make, acquire, or use unauthorized copies of computer software shall be disciplined as appropriate under the circumstances. Such discipline may include termination. The University does not condone the illegal duplication of software.

I, \_\_\_\_\_, do hereby accept full responsibility as an employee or computer user of Prairie View A&M University. I have received or agree to receive all applicable training to perform my task responsibility and with integrity, maintaining the highest level of professionalism and confidentiality.

**Signatures**

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Date

**Issued: May 15, 1998**