

**PRAIRIE VIEW A&M UNIVERSITY  
UNIVERSITY ADMINISTRATIVE PROCEDURE**



**29.01.02.P0.01 Use of Licensed Software**

Approved March 22, 2002  
Revised April 25, 2016  
Revised June 3, 2020  
Next Scheduled Review: June 2025

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**UAP Purpose**

The purpose of this University Administrative Procedure (UAP) is to establish guidelines for the installation, control, maintenance, auditing, and use of licensed software on Prairie View A&M University (PVAMU) information resources in accordance with System Regulation [29.01.02 Use of Licensed Software](#).

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**Official Procedures and Responsibilities**

**1. REQUIREMENTS AND RESTRICTIONS**

- 1.1 All computer software under the control of and use by PVAMU must be appropriately licensed. The licensing agreement should be maintained in the department using the software.
- 1.2 No computer software may be copied by any University employee unless the licensing agreement specifically approves of such and the person or department holding the license approves.
- 1.3 The Information Resource Manager (IRM) or Chief Information Officer (CIO) may deny the purchase or support of any software that conflicts or overlaps with University software agreements.

**2. COMPLIANCE MONITORING**

- 2.1 Each department head, director, dean, and vice president is responsible for ensuring that software installed on the computers within their respective units is appropriately licensed.
- 2.2 In the event that non-licensed software is identified on a University computer, the following corrective actions must be taken:
  - 2.2.1 Remove the non-licensed software from the computer immediately;
  - 2.2.2 Counsel the employee regarding the System Regulation and University Administrative Procedure relating to the use of licensed software; and,

2.2.3 Ascertain the need for the software package to conduct official University business. If the software is needed, the appropriate action must be taken to purchase a licensed copy of the software.

2.3 Any University employee who becomes aware of the unauthorized or illegal installation, copying, use, distribution, or transmission of software should promptly notify his or her supervisor and the Information Security Officer (ISO) or IRM.

### **3. DISCIPLINARY ACTIONS**

3.1 Individuals found in violation of this UAP are subject to loss of access and privileges to PVAMU information resources as well as civil and/or criminal prosecution. Additionally, violations of this UAP may result in disciplinary action, up to and including termination of employment for full-time and part-time employees; termination of the employment relationship in the case of contractors and consultants; dismissal for interns and volunteers; or in the case of students, suspension or expulsion in accordance with the [Code of Student Conduct](#).

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#### **Related Statutes, Policies, Regulations and Rules**

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[Copyright Law of the United States](#)

[Tex. Admin. Code, Ch. 202, Subch. C, Information Security Standards for Institutions of Higher Education](#)

[System Policy 29.01 Information Resources](#)

[System Regulation 29.01.02 Use of Licensed Software](#)

[UAP 29.01.03.P0.21 Use of Peer-to-Peer File Sharing Software](#)

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#### **Contact Office**

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