

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



**29.01.03.P0.15 Information Resources – Authorized Software**

Approved May 26, 2009  
Revised January 23, 2013  
Revised March 28, 2018  
Next Scheduled Review: March 2023

---

**UAP Purpose**

Authorized software, also called licensed software, is any software that is acceptable for use within Prairie View A&M University (PVAMU). Software licensed for use at PVAMU has end-user license agreements which protect intellectual assets and inform faculty, staff and students of their rights and responsibilities under existing intellectual property laws. This University Administrative Procedure (UAP) is intended to inform PVAMU computer users of the rules for authorized software on PVAMU information resources.

This UAP applies to all PVAMU information resources. In addition, this procedure is intended to provide a set of measures that will mitigate information security risks associated with authorized software. The intended audience is users of PVAMU information resources.

---

**Definitions**

**Information Resources (IR)** - the procedures, equipment and software that are designed, employed, operated and maintained to collect, record, process, store, retrieve, display and transmit information or data.

**Software** - a computer program which provides the instructions that enable the computer hardware to work. System software, such as Windows or Mac OS, operates the machine itself, and applications software, such as spreadsheet or word processing programs, provide specific functionality.

**Confidential Information** - information that is confidential pursuant to state or federal law. Such information may also be subject to state or federal breach notification requirements. ([TAMUS Data Classification Standard](#)).

**Information Security Breach Notification Matrix** – advises readers of their responsibilities in notifying the correct personnel in the event of a breach of information. ([TAMUS Notification Matrix](#)).

**Information Resource Owner** - an entity responsible for a business function or for determining controls and access to information resources supporting that business function.

---

**Official Procedures and Responsibilities**

---

## 1. CONTROLS AND RESPONSIBILITIES

- 1.1 System Regulation [29.01.02 Use of Licensed Commercial Software](#) guides the procedures for appropriate use of authorized software for all users of PVAMU information resources.
- 1.2 Users of PVAMU information resources will comply with all laws regarding intellectual property. Further, installation and operation of certain non-business software, even if freeware or properly licensed, can result in poor performance of legitimate business software.
- 1.3 PVAMU is legally bound to comply with the Federal Copyright Act [Title 17 of the U.S. Code](#) and all proprietary software license agreements. Non-compliance can expose the University and the responsible user(s) to civil and/or criminal penalties.
- 1.4 This directive applies to all software that is owned by, licensed to, or developed using PVAMU resources by employees or non-employee users of PVAMU information resources.
- 1.5 All users must ensure that the protection of information resources (including data confidentiality, integrity, and accessibility) is considered during the development, acquisition, or purchase of new computer applications or services. The Information Security Officer (ISO) must review the data security requirements and specifications of any new computer applications or services that receive, maintain, and/or share sensitive information. The ISO must approve the security requirements for the purchase of required Information Technology hardware, software, and systems development services for any new computer applications that receive, maintain, and/or share sensitive information.

---

### Related Statutes, Policies, Regulations and Rules

---

[Title 17 of the U.S. Code Copyright Law](#)

[Texas Administrative Code 202.75 Information Resources Security Safeguards](#)

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

---

### Contact Office

---

Office of Information Resources Management      936-261-9350

---