

21.99.10.W1

Software Licensing

Approved October 18, 2005

Supplements System Regulation 21.99.10

1. GENERAL

All computer software under the control of and used by West Texas A&M University must be appropriately licensed. The original media and licensing agreement should be maintained in the department in which the software is being used. Software that is licensed for use on University network servers shall be maintained by the Division of Information Technology. Copies of purchase orders and invoices for all university software purchases are maintained by the Division of Information for license verification purposes. No computer software may be copied, altered, transmitted, or stored by any University employee unless the licensing agreement specifically approves such a procedure, and it has been approved by the person holding the media/license.

2. PENALTIES

There are significant penalties, both criminal (fine up to \$250,000) and civil (fine up to \$150,000) for noncompliance with copyright laws for computer software. These penalties can be applied to the department and/or the employee.

CONTACT FOR INTERPRETATION: Office of Chief Information Officer