

SOFTWARE LICENSING

Objective:

To determine if applications installed on University computers have a valid license and are installed by UHD IT staff or designated departmental technology staff.

Important Information:

Training required of all users, such as the UHS mandated information security awareness training (as required by TAC 202), address software licensing and the employee's responsibility on the use of licensed software.

Any application installed on University computers must have a valid license. In most cases, UHD IT staff installs the licensed software on University computers; and some cases, designated departmental technology staff installs the licensed software on departmental computers. UHD IT is responsible for verifying licenses it installs on departmental computers. Verification of licensing for any other software installed on departmental computers is the responsibility of the department or unit. Departments are expected to coordinate with UHD IT on any software installation conducted by the department.

UHD PS 08.A.04 informs users that no software, program, or information can be added to, or removed from, any operating system, database, or file unless explicitly authorized by appropriate management and in compliance with institutional security policies, procedures, and standards. UHD PS 08.A.04 also highlights the copyright laws concerning computer software and the unauthorized use or duplication of software. UHD PS 01.A.11 also alerts users to the U.S. Copyright laws, which prohibit duplication and distribution of software without previous authorization. UHD PS 08.A.05 clearly states, "Copying of copyrighted software is illegal and is prohibited in the Academic Computing facilities or elsewhere on campus." The same PS also states that UHD forbids, under any circumstances, the unauthorized reproduction of software or use of illegally obtained software, and that using University equipment to make illegal copies of software is prohibited.

In addition, UHS Administrative Memorandum 07.A.02 informs users that a software license must be purchased for each computer it will be used on, and that University employees shall only use the software in accordance with the license agreement purchased with that software. It also informs staff of the U.S. Copyright Law, and informs readers that the reproduction of software can be subject to civil damages of up to \$100,000 and criminal penalties, which include fines and imprisonment.

Potential Impact:

Violation of licensing and/or copyright laws exposes the University and/or its officers and staff to civil litigation and possible financial losses. Employees who violate copyright laws are personally subject to civil damages up to \$100,000 and criminal penalties, including fines and possible imprisonment.

Helpful Tools:

- UH System Administrative Memorandum:
[07.A.04 – Digital Millennium Copyright Act](#)
- UH – Downtown Policy Statement:
[Administration – 01.A.11 -Ethical and Legal Use of University Property](#)
[Information Systems - 08.A.04 - Computer Access, Security, and Use Policy](#)
[Information Systems – 08.A.05 - Academic Computing Services](#)

- UHD Website:
[Desktop Computing Project Reference “Standard Software Applications”](#)
[Software Installation Request](#)
- Other(s):
[Texas Administrative Code – Chapter 202 – Subchapter C \(TAC 202 C\)](#)

Contacts:

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Frequently Observed Weaknesses/Deficiencies:

- Applications installed on University computers by employees as opposed to UHD IT staff or designated departmental technology staff
- Applications without a valid license installed on University computers
- Unauthorized reproduction of software
- Use of illegally obtained software
- Use of University equipment to make illegal copies of software

Best Business Practices:

1. Only authorized University personnel verify and install licensed software on University computers.
2. The addition or removal of all software, programs, or information to/from any operating system, database, or University file as authorized by appropriate management and in compliance with institutional policies, procedures, and standards.

AREA

This questionnaire is designed so that “no” answers indicate that an internal control weakness may exist and the procedure/process may need to be examined in greater detail. **Comments should be provided for “No” answers.** When such weaknesses are identified, a change in the process may be necessary OR a control may need to be put into place to address the weakness. The appropriate UHD contact office (as outlined in the self-assessment text) may be contacted for assistance with identified weaknesses.

Self-Assessment of Internal Controls for Software Licensing	Yes	No	N/A	Comments
Are employees using software in accordance with the license agreement? <i>(UHD PS 08.A.04, § 2.2)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Has IT staff verified and installed all software on the employee’s University computer(s)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Has the department coordinated with IT on any software purchase and installation to verify compatibility with University systems and proper licensing/installation?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

This is a living document and will be updated as revisions are necessary. Periodically, you may want to check for updates and revisions. We welcome any questions and feedback regarding the information contained in this tool including any comments regarding how this may be more useful and effective.