

## 29.01.02 Use of Licensed Software

Revised [April 21, 2020](#)

Next Scheduled Review: April 21, 2025

Click to review [Revision History](#).



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### Regulation Summary

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This regulation supplements System Policy 29.01, *Information Resources*, and provides members of The Texas A&M University System (system) with the governance to protect against unlawful use of copyrighted electronic information resources (software, programs or productivity tools).

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### Regulation

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#### 1. GENERAL

- 1.1 Computer software is protected by federal copyright laws. Only appropriately licensed software may be placed on computing resources and/or used by employees in the conduct of business. Users must not assume that software not marked with a copyright notice is in the public domain and can be duplicated and used without restriction.
- 1.2 Software is usually accompanied by a license to which the user must agree in order to download or install the software. The terms of these license agreements vary significantly. Most commercial software licenses restrict the duplication of the software and the use to a specific number of devices. Some limit how the software may be used, such as for academic purposes only. Software that is made available free of charge is typically subject to some restrictions. In addition, free software may impose conditions that allow the software company to use data collected by the customer. Free software imposing such conditions should be evaluated carefully and avoided if possible.
- 1.3 Each user is responsible for reading, understanding, and adhering to the license agreement for software that the user acquires, copies, transmits or uses.

#### 2. PROHIBITED ACTS

- 2.1 The unauthorized use, copying, or distribution of copyrighted software is a violation of the U.S. Copyright Act. These illegal acts are commonly referred to as “software piracy.” Violations include, but are not limited to, the following:
  - (a) making extra copies of software for use on other computers unless specifically allowed through a licensing agreement;
  - (b) putting copies on a network or the internet so that they may be copied by others;
  - (c) obtaining copies of software from others without paying the appropriate licensing fees; and
  - (d) unauthorized distribution of software by electronic mail.

2.2 It must be noted that some software is licensed so that it is allowable for the user to make a copy for home use in conjunction with the business use of the software. A user of licensed software must not assume that this provision is in place but must check with the license agreement before making copies for other machines.

### 3. IMPLEMENTATION

System employees will be provided appropriately licensed copies of software necessary to perform their assigned tasks. Employees must not be asked nor tacitly expected to perform tasks for which appropriately licensed software is not provided.

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## Related Statutes, Policies, or Requirements

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[Copyright Law of the United States](#)

[System Policy 29.01, Information Resources](#)

Prior to the October 2009 version, this regulation was published as Regulation *21.99.10*.

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## Member Rule Requirements

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A rule is not required to supplement this regulation.

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## Contact Office

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Information Technology  
(979) 458-6450